



QBS-RFP NUMBER 00001398

PROFESSIONAL, TECHNICAL, AND EXPERT SERVICES

City of Portland, Oregon

January 24, 2020

**REQUEST FOR PROPOSALS
For A
QUALIFICATIONS BASED SELECTION**

Design Services for the Bull Run Pipeline Project

PROPOSALS DUE: March 3, 2020 by 5:00 p.m.

SUBMITTAL INFORMATION: Refer to PART II, SECTION B.3 (PROPOSAL SUBMISSION)

Submit the Proposal online to:

City's Online Procurement Center

<https://procure.portlandoregon.gov>

Refer questions to:

Valentine Hellman

Email: Valentine.Hellman@portlandoregon.gov

A **MANDATORY PRE-SUBMITTAL MEETING** has been scheduled for February 6, 2020 at 1:30 pm at 1120 SW 5th Avenue, Room 201 Portland, OR.

GENERAL INSTRUCTIONS AND CONDITIONS

CORPORATE RESPONSIBILITY AND SOCIAL EQUITY CONTRACTING REQUIREMENTS

The City of Portland seeks to extend contracting opportunities to Disadvantaged Business Enterprises, Minority Owned Business Enterprises, Women Owned Business Enterprises, Emerging Small Businesses and Service Disabled Veteran Businesses (COBID Certified) in order to promote their economic growth and to provide additional competition for City contracts. Therefore, the City has established an overall 20% utilization goal in awarding PTE contracts to firms certified by the Certification Office for Business Inclusion and Diversity (COBID) on all City PTE contracts.

CITY SUSTAINABILITY OBJECTIVES – The City has a history of striving to be more sustainable in its operations and planning. Starting with the City's Sustainable City Principles (1994) the City has established a variety of policies to guide its work on sustainability, including: the Sustainable Procurement Policy, Green Building Policy, Climate Action Plan, and the Stormwater Management Manual (to view these and related City policies, go to the Portland Policy Documents Website:

<https://www.portlandoregon.gov/citycode/index.cfm?&c=26818>). As applicable to City procurement, these policies guide the City to buy products and services that reduce the City's negative environmental, human health, and social impacts, while maintaining fiscal health in the short and long term. As such, the City seeks to do business with firms that will actively contribute to the City's sustainability objectives.

ENVIRONMENTAL CLAIMS – Upon request, the vendor must provide and make publicly available verifiable evidence supporting every environmental claim made about the products or services provided to the City. Environmental claims for which verifiable evidence must be provided include any claim provided on products, product packaging, product or service sales literature and websites, and information provided to respond to this solicitation.

INVESTIGATION – The Proposer shall make all investigations necessary to be informed regarding the service(s) to be performed under this request for proposal.

SPECIAL CONDITIONS – Where special conditions are written in the Request for Proposal ("QBS-RFP"), these special conditions shall take precedence over any conditions listed under the Professional, Technical, and Expert Service "General Instructions and Conditions".

CLARIFICATION OF REQUEST FOR PROPOSAL – Proposers who request a clarification of the QBS-RFP requirements must submit questions in writing to the person(s) shown in the REFER QUESTIONS TO section on the cover of this QBS-RFP, or present them verbally at a scheduled pre-submittal meeting, if one has been scheduled. The City must receive written questions no later than the date stated herein. The City will issue a response in the form of an addendum to the QBS-RFP if a substantive clarification is in order.

Oral instructions or information concerning the Request for Proposal given out by City bureaus, employees, or agents to prospective Proposers shall not bind the City.

ADDENDUM – Any change to this QBS-RFP shall be made by written addendum issued no later than 72 hours prior to the proposal due date. The City is not responsible for any explanation, clarification, or approval made or given in any manner except by addendum.

COST OF PROPOSAL – This Request for Proposal does not commit the City to pay any costs incurred by any Proposer in the submission of a proposal or in making necessary studies or designs for the preparation thereof, or for procuring or contracting for the services to be furnished under the Request for Proposal.

CANCELLATION – The City reserves the right to modify, revise, or cancel this QBS-RFP. Receipt and evaluation of proposals or the completion of interviews do not obligate the City to award a contract.

LATE PROPOSALS – Proposals received after the scheduled closing time for filing will be rejected as non-responsive and returned to the Proposer unopened.

REJECTION OF PROPOSALS – The City reserves the right to reject any or all responses to the Request for Proposal if found in the City's best interest to do so. In the City's discretion, litigation between the City and a Proposer may be cause for proposal rejection, regardless of when that litigation comes to the City's attention and regardless how the Proposer's proposal may have been scored. Proposals may also be rejected if they use subconsultants who are involved in litigation with the City. Proposers who are concerned about possible rejection on this basis should contact the City before submission of a proposal for a preliminary determination of whether its proposal will be rejected.

CITY OF PORTLAND TAX REGISTRATION NUMBER – Successful Proposer shall obtain a current City of Portland Tax Registration Number prior to initiation of contract and commencement of the work.

WORKERS' COMPENSATION INSURANCE – Successful Proposer shall be covered by Workers' Compensation Insurance or shall provide evidence that State law does not require such coverage.

CERTIFICATION AS AN EEO AFFIRMATIVE ACTION EMPLOYER – Successful Proposers must be certified prior to contract execution, as Equal Employment Opportunity Affirmative Action Employers as prescribed by Chapter 5.33.076 of the Code of the City of Portland.

EQUAL BENEFITS PROGRAM – Successful Proposers must certify prior to contract execution, that they provide benefits to their employees with domestic partners equivalent to those provided to employees with spouses as prescribed by Chapter 5.33.077 of the Code of the City of Portland.

LOCAL CONTRACTING – If the final evaluation scores are otherwise equal, the City prefers goods or services that have been manufactured or produced by a Local Business. The City desires to employ local businesses in the purchase, lease, or sale of any personal property, public improvements, or services. The City wants the residents of the State of Oregon and SW Washington to benefit from optimizing local commerce and services, and the local employment opportunities they generate. [City of Portland [Resolution #36260](#)]

CONFLICT OF INTEREST – A Proposer filing a proposal hereby certifies that the proposal is made in good faith without fraud, collusion or connection of any kind with any other Proposer of the same request for proposals, that the Proposer is competing solely on its own behalf without connection or obligation to, any undisclosed person or firm, that Proposer is not a City official/employee or a business with which a City official/employee is associated, and that to the best of its knowledge, Proposer, its employee(s), its officer(s) or its director(s) is not a City official/employee or a relative of any City official/employee who: i) has responsibility in making decisions or ability to influence decision-making on the contract or project to which this proposal pertains; ii) has or will participate in evaluation, award or management of the contract related to this proposal; or iii) has or will have financial benefits in the contract to which this proposal pertains. Proposer understands that should it elect to employ any former City official/employee during the solicitation period or the term of the contract then that the former City official/Consultant employee must comply with applicable government ethics and conflicts of interest provisions in ORS Chapter 244, including but not limited to ORS 244.040(5) and/or ORS 244.047, and the City's Charter, Codes and administrative rules, including but not limited to lobbying prohibitions under Portland City Code Section 2.12.080.

PUBLIC RECORDS – Any information provided to the City pursuant to this QBS-RFP shall be public record and subject to public disclosure pursuant to Oregon public records laws (ORS 192.410 to 192.505). Any portion of a proposal that the proposer claims as exempt from disclosure must meet the requirements of ORS 192.501(2) and ORS 192.502(4) and/or ORS 646.461 et seq. The fact that a proposer marks and segregates certain information as exempt from disclosure does not mean that the information is necessarily exempt. The City will make an independent determination regarding exemptions applicable to information that has been properly marked and redacted. Information that has not been properly marked and redacted may be disclosed in response to a public records request. When exempt information is mixed with nonexempt information, the nonexempt information must be disclosed.

If the City refuses to release the records, the proposer agrees to provide information sufficient to sustain its position to the District Attorney of Multnomah County, who currently considers such appeals. If the District Attorney orders that the records be disclosed, the City will notify the proposer in order for the proposer to take all appropriate legal action. The proposer further agrees to hold harmless, defend, and indemnify the City for all costs, expenses, and attorney fees that may be imposed on the City as a result of appealing any decision regarding the proposer's records.

The Chief Procurement Officer has the authority to waive minor irregularities and discrepancies that will not affect the competitiveness or fairness of the solicitation and selection process.

These Professional, Technical and Expert Services Request for Proposal "General Instructions and Conditions" are not to be construed as exclusive remedies or as a limitation upon rights or remedies that may be or may become available under ORS Chapter 279.

PART I SOLICITATION REQUIREMENTS

SECTION A GENERAL INFORMATION

1. INTRODUCTION

The City of Portland Water Bureau (Water Bureau or PWB) provides high quality drinking water, customer service, and stewardship of the critical infrastructure, fiscal, and natural resources entrusted to its care. PWB is undertaking projects under the Bull Run Treatment Program (Program) to meet federal regulations and continue its mission of providing safe and reliable water service to customers. The Program includes constructing a filtration water treatment plant (WTP) as part of the Bull Run Filtration Project to enter traditional compliance with the Long Term 2 Enhanced Surface Water Treatment Rule (LT2) requirements. This will require constructing new large diameter pipelines and related appurtenances that connect the existing conduit system to the proposed WTP. These large diameter pipelines and related appurtenances will be constructed as part of the Bull Run Pipeline Project (BRPP or Project). PWB desires to contract with a qualified consulting engineering firm and team to provide engineering design services related to the construction of the City of Portland's (City) BRPP. PWB is conducting a qualifications-based evaluation process of firms and teams that possess sufficient experience, skills, and resources to be eligible to receive this Request for Proposal (QBS-RFP).

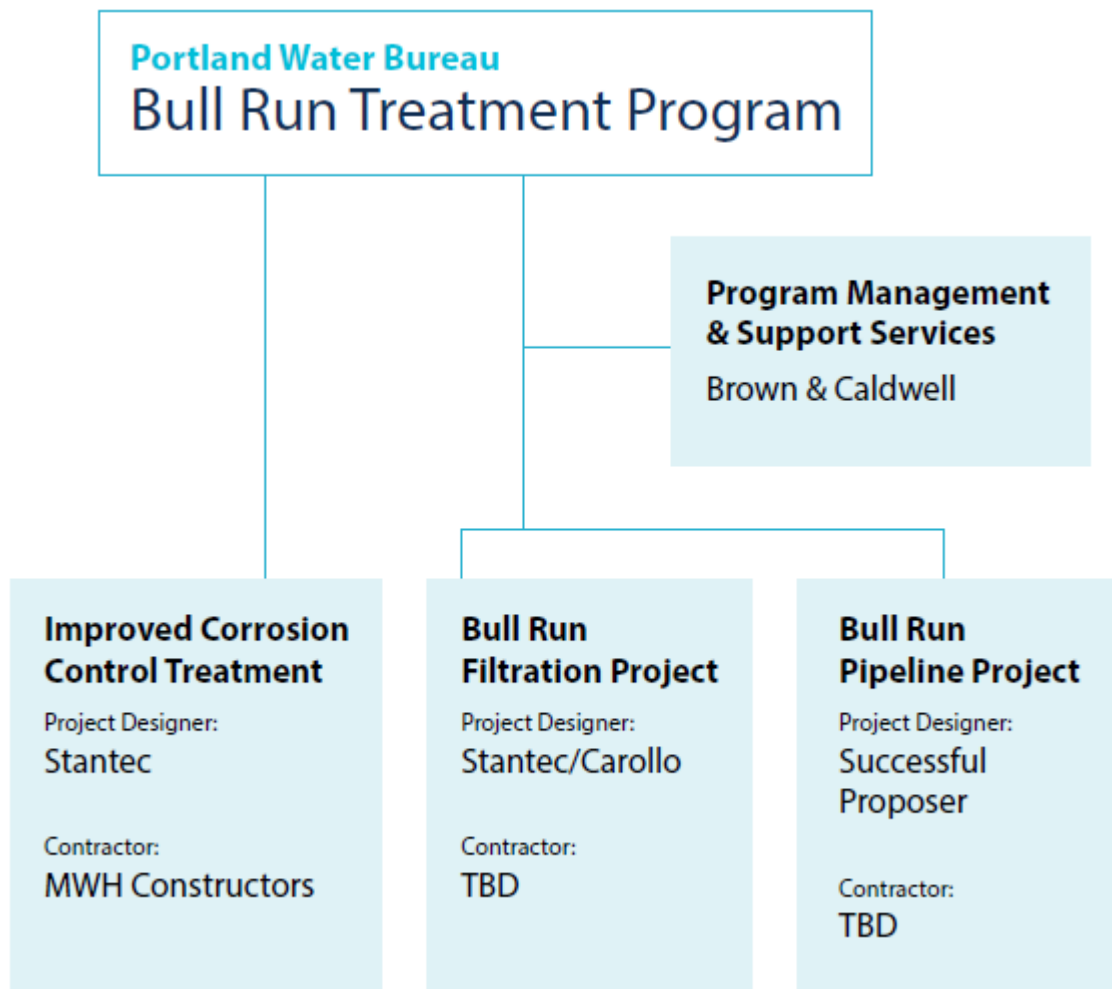


Figure 1: Bull Run Treatment Program Hierarchy.

2. BACKGROUND

In Spring 2017, PWB was informed by Oregon Health Authority (OHA) that its LT2 treatment variance was being revoked as the City of Portland was no longer able to demonstrate an equivalent level of *Cryptosporidium* from untreated Bull Run water that would be expected with treatment. This forced Portland to re-evaluate its treatment processes and layout a roadmap as to how it will meet LT2 drinking water requirements moving forward.

In August 2017, the Portland City Council voted to build a filtration WTP to meet the treatment requirements for *Cryptosporidium*. On December 18, 2017, OHA and PWB signed a bilateral compliance agreement establishing a compliance schedule for meeting the requirements of LT2. The compliance schedule gives PWB just under 10 years to plan, design, and construct a WTP.

Key dates in the compliance schedule include:

November 30, 2020: Submit pilot results and preliminary planning to OHA
October 31, 2022: Submit final construction plans and construction schedule
September 30, 2027: Water being served meets all surface water and *Cryptosporidium* treatment requirements

The above dates are for the BRFP. However, the BRPP must be constructed and able to provide water to BRFP while maintaining the existing operations by May 2025 (before the BRFP) to allow for testing and commissioning of treatment processes. It's anticipated that BRPP completion would occur by September 2026. A more detailed schedule is included as Appendix A.

Under the Program, PWB evaluated four elements to provide treatment guidance on the Filtration Project. PWB recommended Filtration Project delivery using the Construction Manager/General Contractor (CM/GC) procurement method, a WTP capacity of 145 to 160 million gallons per day (mgd), a WTP location near SE Carpenter Lane east of Gresham, Oregon, and filtration using granular media filtration technology. City Council authorized alternative procurement in August 2018 and authorized capacity, location, and filtration technology in December 2018. Of these elements, the authorized capacity is expected to be the most relevant to the Project, as the pipelines must be designed to accommodate a WTP capacity of 145-160 mgd. Documentation of these four elements can be found online at <https://www.portlandoregon.gov/water/77548> under Bull Run Filtration Project Preferred Alternatives Report.

The Project will include designing large diameter (conduit) pipelines, connecting interties, and associated appurtenances and structures that are off site (not on the WTP site). This Project is separate from the WTP design as the pipeline design involves different technical skills and experience than WTP design and potentially allows a broader array of consulting engineering firms to propose on this Project. Due to its size and complexity, the Filtration Project will generally govern the Project's schedule and implementation and must be completed on a schedule that allows PWB to meet the compliance schedule. Preliminary planning decisions such as pipeline number, alignments, and diameter are being developed by the Program Team and will be known by the time a successful Proposer is selected.

There will be a close working relationship between parties involved in both the Filtration Project and the Project. This Project will be managed by PWB and will be closely coordinated with the project management team for the Filtration Project which consists of PWB and Brown and Caldwell (BC or Program Team), who has been hired by PWB to provide program management and support services. BC or Program Team will be providing some level of assistance with this Project, potentially in the areas of project controls, permitting, value engineering, stakeholder engagement, public involvement, and other related support services. See Appendix B for BC's current Scope of Work.

PWB has retained Stantec Consulting Services, Inc. (Stantec), to lead the WTP design portion of the Filtration Project. Stantec is responsible for the management and coordination of a team of engineers and select subconsultants in the planning and design of the Filtration Project work and will provide engineering support through completion of construction. The construction phase will be managed by PWB with assistance from the Program Team. Once a contractor is selected for the construction phase, they will join the Filtration Project and assist with design support services through construction. See Appendix C for Stantec's current Scope of Work.

The successful Proposer will lead the design portion of the Project. The successful Proposer will be responsible for the management and coordination of a team of engineers and subconsultants in the planning and design of the Project work and will provide engineering support through completion of construction. The procurement method for the construction contract has not yet been finalized, but PWB will likely be pursuing a CM/GC alternative procurement method. The construction phase will be managed by PWB. Once selected, the Construction Contractor will join the Project team and assist with design support services through value engineering, constructability, cost estimating and other pre-construction services. The work may be divided into multiple packages.

The successful Proposer will be required to work and collaborate with PWB, the Program Team, the BRFP design team, the BRFP Construction Contractor, the Project Construction Contractor, and other entities involved with the projects. Design of the Project will include any and all infrastructure, assets, and systems to be constructed off-site such as, but not limited to, pipelines, interties, cathodic protection systems, pipeline tunnels and other geotechnical excavations, and environmental mitigation, etc.

3. ADDITIONAL INFORMATION

Dispute Resolution/Work Regardless of Disputes. The successful Proposer will be required to participate in mediation to resolve disputes before conducting litigation. The mediation must occur at a reasonable time after the conclusion of the awarded contract with a mediator jointly selected by the parties. For any claim or dispute the statute of limitations and statute of repose will not begin to run until the time period set forth as noted below or upon the conclusion of mediation, whichever is later. Notwithstanding any dispute under the awarded contract, the successful Proposer will continue to perform its work pending resolution of a dispute, and the City shall make payments as required by the awarded contract for undisputed portions of the work. In the event of litigation, no attorney fees are recoverable.

Contractual Statute of Limitations/Statute of Repose for Pre-Construction Services Claims. The statute of limitations applicable to Pre-Construction Services provided pursuant to this Agreement shall be 2 years from the date of Final Completion of the Project. The statute of repose applicable to Pre-Construction Services provided pursuant to this Agreement shall be 10 years from Final Completion. The statute of limitations and statute of repose set forth herein shall not begin to run until the Project reaches Final Completion, regardless of discovery of any condition, act, error, or omission. This provision will be included in any Subconsultant Agreement executed by the CM/GC for the performance of Pre-Construction Services. For any claim or dispute that is subject to mediation, the statute of limitations and statute of repose will not begin to run until the time period noted above or upon the conclusion of mediation, whichever is later.

4. SCOPE OF WORK

The City of Portland Water Bureau is seeking proposals from individuals, firms, teams, or consultants, hereafter called "Proposer(s)," with demonstrated experience in the design of large diameter, water conveyance pipelines. PWB proposes to engage the successful Proposer for the purpose of designing and developing construction documents for finished and raw water large diameter pipelines and any related appurtenances, such as interties.

The Project will include two raw water pipelines and two finished water pipelines, and it is anticipated it will include tunneling and trenchless technologies. The Program Team is still working on evaluating alternatives for both raw and finished water pipelines routing. The current recommended alternatives are as follows:

- As shown in Figure 2 below, the preliminary preferred alignments of the two finished water pipelines are labeled as finished water alternatives 3 and 5 (FW Alt 3 and FW Alt 5, respectively). FW Alt 3 is 2.6 miles of 66-inch diameter transmission main, and FW Alt 5 is 2.7 miles of 66-inch diameter transmission main. The pipeline routes are anticipated to require the use of trenchless technologies at stream crossings.
- As shown in Figure 3 below, the preliminary preferred alignments of the two raw water pipelines are labeled raw water alternatives 1 and 1A (RW Alt 1 and RW Alt 1A, respectively). RW Alt 1 is 2.1 miles of 96-inch diameter transmission main, and RW Alt 1A is 0.7 miles of 96-inch diameter transmission main. The pipeline routes are anticipated to require the use of trenchless technologies at stream crossings and a tunnel through an area of steep slopes. The tunnel may be up to 1500 feet in length and approximately 200-foot-deep shaft, with a single 9-foot

diameter pipe. With expected boulders in the tunneling strata, microtunneling is not anticipated to be feasible based on geotechnical data collected to date.

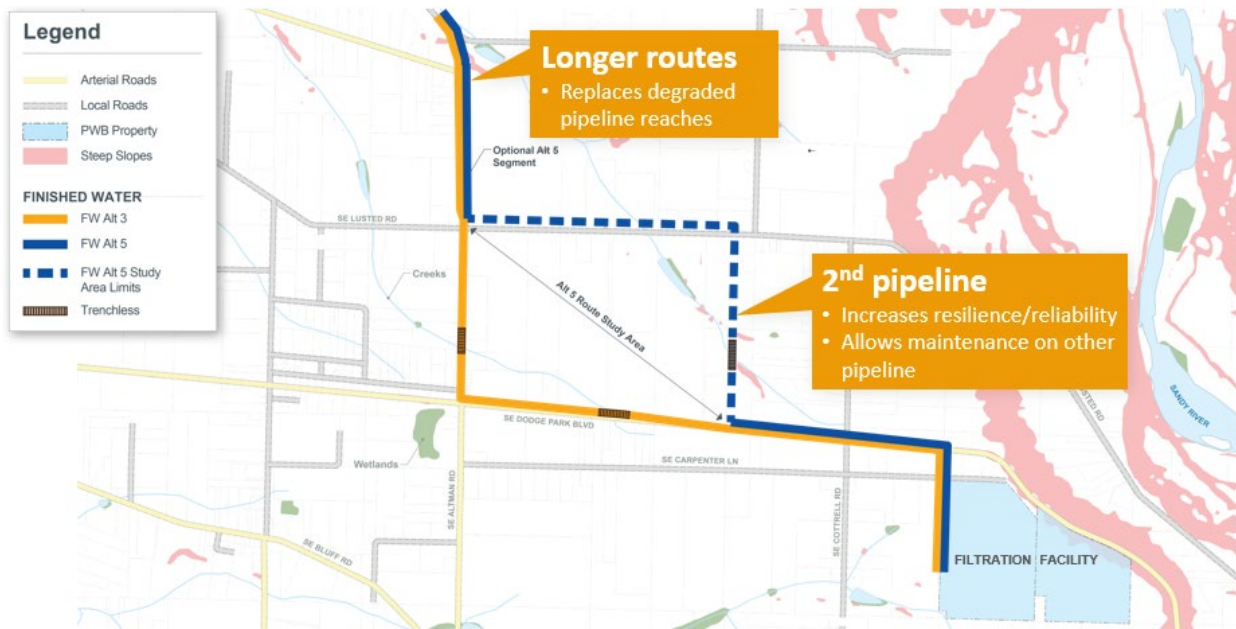


Figure 2: Recommended Finished Water Pipeline Alignments.

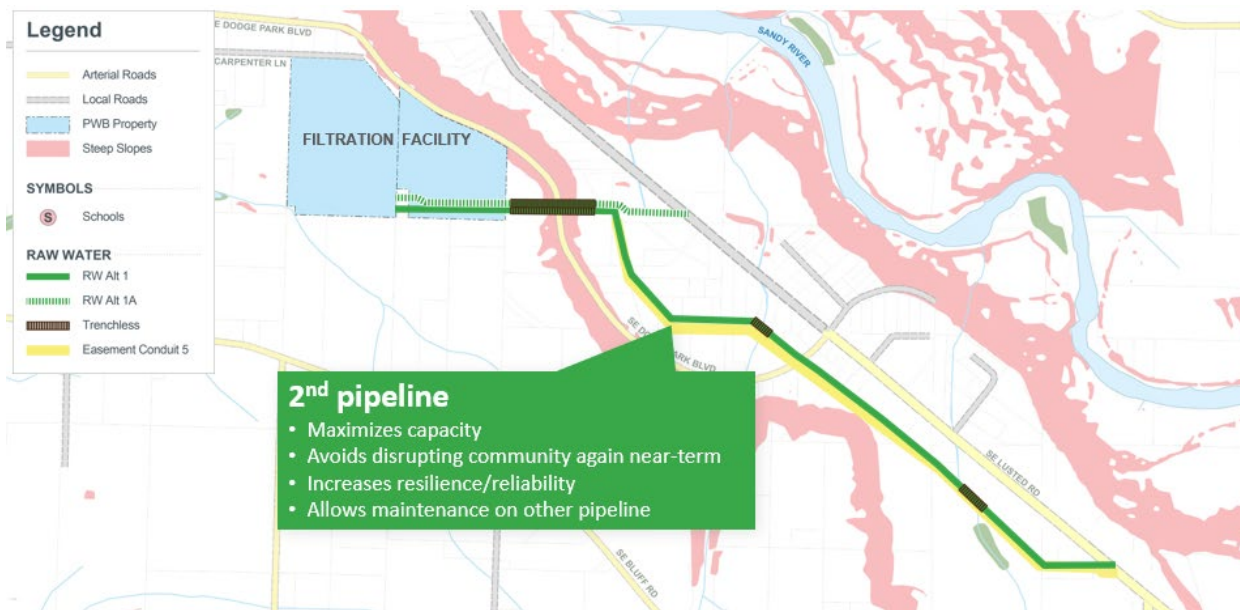


Figure 3: Recommended Raw Water Pipeline Alignments.

The successful Proposer will report to PWB and will have to collaborate with at least four other firms contracted for delivering the Project and the Filtration Project. The successful Proposer will be awarded a contract for design with a term of five (5) years, and the extension or renewal thereof, by option or otherwise, not to exceed an additional five (5) years and per the approval of City Council.

Stantec, BC, and their affiliates and subsidiaries are ineligible to propose on this solicitation. The successful Proposer and their subconsultants on this QBS-RFP may not be a subconsultant to the Water Bureau's current BC Program Management and Support Services PTE Contract (#30006570) if a potential conflict of interest may result. A Proposer wanting to include a subconsultant on their team who is currently a subconsultant on the BC Program Management and Support Services PTE Contract must provide written commitment from the subconsultant and BC that the subconsultant's scope of work can and will be written/modified to avoid any potential conflict of interest. These written commitments must be submitted by Proposers and included with their supplemental information when submitting the proposal. Proposals will be reviewed to verify that potential conflicts have been avoided and the City will decide whether there is a conflict of interest and notify the Proposer of next steps.

Prior to Proposer's submission of their proposal for this QBS-RFP, the Proposer must disclose any other potential conflicts of interest with the Proposer's team. After disclosure of the potential conflict, the City will decide whether there is a conflict of interest and notify the Proposer of next steps.

During the life of the contract awarded under this QBS-RFP, the successful Proposer and its subconsultants will disclose all potential conflicts of interests. After disclosure of the potential conflict(s), the City will decide whether there is a conflict of interest and notify the Proposer of next steps.

Documents provided with the QBS-RFP and documents created under this QBS-RFP may allow a person to identify those areas of structural or operational vulnerability that would permit unlawful disruption to, or interference with, the provision of water services and for other reasons that may be exempted under the Public Records Law, may be designated as "Confidential" or "Not for Public Disclosure", and these designations must be honored by all contractors and subcontractors working on this Project. Each Proposer will be required to sign a Confidentiality Form (a sample is attached as Exhibit B) at the time they pick up a USB flash drive with additional background information provided by the Bureau. The successful Proposer will be required to sign an additional Confidentiality Statement upon execution of the contract. The successful Proposer will also be responsible for obtaining this signed Confidentiality Form from their subconsultants prior to the commencement of the contract.

Potential Project schedule is outlined below:

Activity	Month/Year
Notice to Proceed	October 2020
Basis of Design Report	March 2021
30% Design	September 2021
60% Design	March 2022
90% Design	August 2022
100% Design	November 2022
Permitting of Final Plans	July 2022 to May 2023
GMP Negotiation	January 2023
Start of Construction	May 2023
End of Construction	September 2026

The final scope, schedule, deliverables, and budget will be established in writing via the City's standard contract prior to commencement of the work. Once the City and successful Proposer have a fully executed contract, any changes to cost, scope of work, deliverables, or schedule must be done via an amendment to the Contract. Any changes to the staff must be approved through an amendment to the contract.

5. PROJECT FUNDING

The Project is currently funded by the City of Portland and funding is contingent upon approval by City Council. However, the City of Portland has been invited to apply for additional Project funding through the Water Infrastructure Finance and

Innovation Act (WIFIA) Program, a federal program providing loans to qualifying water infrastructure projects. Although no federal funding has been accepted to date, federal requirements will apply if WIFIA funding is received.

6. TIMELINE FOR SELECTION

The following dates are proposed as a timeline for this Project:

Proposal Advertisement	January 24, 2020
Mandatory Pre-submittal Meeting	February 6, 2020
Written Proposals Due at 5:00 p.m.	March 3, 2020
Interviews (if necessary)	April 2020
Notice to Proceed	October, 2020

The City reserves the right to make adjustments to the above noted schedule as necessary.

SECTION B WORK REQUIREMENTS

1. TECHNICAL OR REQUIRED SERVICES

The successful Proposer will be required to work closely with the Program Team and others to deliver the Project and accomplish the Project goals and deadlines. Considering City Council authorizations and within the Project requirements identified above, PWB encourages Proposers to include project variations and recommendations based on their experience and understanding to ensure the successful development and completion of the Project.

The successful Proposer will be required to perform the tasks listed below for the Project and will be expected to work closely with designated City staff, Filtration Project team members, and others to accomplish these goals.

The successful Proposer will be responsible for all work necessary to develop and complete contract documents in PWB-accepted format that will be used for the construction of the Project and all features as listed in this QBS-RFP. The successful Proposer will be required to complete a Basis of Design Report (BDR) prior to completion of detailed plans and specifications that identifies and describes the pipelines, interties, and other assets to be designed.

PWB envisions the tasks below as the minimum required for the successful delivery of the Project. The tasks below are not meant to be an all-inclusive list, and Proposers are encouraged to demonstrate their expertise by identifying any work items and details not included under this section in their Proposals.

Project Description

The successful Proposer will be required to complete the design of the pipelines including, but not limited to, pipes, interties, valving, blowoff structures, pipeline alignment and intertie site development, electrical, instrumentation and controls, cathodic protection, and other less significant appurtenances for Supervisory Control and Data Acquisition (SCADA) systems, etc. The Project will be required to meet standards and expectations which are being developed as part of the Program. The Project scope of work requirements are described below.

Tasks Outline
A. Project Management
B. Partnering
C. Preliminary Design Work
D. Geotechnical Work
E. Design Quality Management
F. Design Work
G. Public Outreach
H. Easement and Property

I. Permitting
J. Utility Coordination
K. Alternative Procurement Coordination
L. Construction Support

A. Project Management

This task covers the work required to provide overall management of work assigned to the successful Proposer. It also covers the expectations on how the successful Proposer will keep PWB and stakeholders apprised of the Project status. The successful Proposer will provide project management expertise and assistance to PWB using industry best practices in the field of project management as well as alternative procurements such as presented in the Project Management Institute's Project Management Book of Knowledge (pmi.org).

The goal of the PWB is to maintain a high quality and consistent successful Proposer team throughout the life of the Project. Key personnel within the successful Proposer's team will not be replaced without the written approval of the PWB and an amendment to the contract. Key members include a Project manager, key technical leads (geotechnical, easements, and permits), and a quality assurance manager. All changes to the awarded contract, including changes to the scope of work and contract amount, must be made by written amendment and approved by the Chief Procurement Officer or City Council to be valid. Any amendment that increases the original contract amount by more than 25% but less than \$1,250,000 must be approved by the Chief Procurement Officer. Any Amendment that exceeds 25% of the original contract amount and is over \$1,250,000 must be approved by the City Council to be valid.

The successful Proposer will be required to sign a confidentiality form for this Project (attached to this RFP as Exhibit B) prior to signing a contract with the City for this Project. The successful Proposer will be required to have such forms signed by all subconsultants and provide those to the PWB as directed. Confidential documents previously created or created and used for this Project may be those that have the potential to allow a person to identify areas of structural or operational vulnerability that would permit unlawful disruption to, or interference with, the provision of water services and for other reason may be exempt under the Public Records Law, may be designated as "Confidential" or "Not for public disclosure." These designations must be honored by all Proposers, contractors, subconsultants, and the successful Proposer and their subconsultants working on this Project.

- 1) Project Administration – The successful Proposer will set up and administer their contract with PWB. Work will include setting up subcontracts with all their team members, developing a baseline, resource-loaded schedule with all team members, and scheduling work to be done with team members. The successful Proposer will monitor and communicate regularly with subconsultants to ensure they have the resources to complete the work on schedule. The successful Proposer will develop a baseline project schedule and budget using Primavera P6. The schedule will be required to be cost- and resource-loaded and will need to meet standards that are currently in development by the Program Team to support the use of Virtual Design and Construction (VDC) as outlined in the draft Design Schedule Guidelines in Appendix E.

VDC will be used to generate five-dimensional modeling which overlays three-dimensional modeling of the design and construction progress with schedule and budget. The successful Proposer will be expected to follow these standards, use tools such as Primavera P6 and Bentley, and follow naming conventions and ID standards to support the development of the VDC process. The successful Proposer will provide and use associated software licensing needed including Microsoft Office 365 E3, Power BI Pro, Primavera P6, and Bentley. These tools will be used to facilitate workshops and convey information to staff and potentially other stakeholders.

- 2) Project Management Plan – The successful Proposer will prepare a Project Management Plan (PMP) with assistance from the PWB that include sections which describe the work plan with practical frameworks, standards, protocols, activities, tools and/or forms to support key project management processes.

At a minimum the PMP will contain the following sections:

- a. Purpose Statement: Provide statements about the purpose of the PMP document. This statement should also include the PWB project charter and overarching goals of the Project.
- b. Scope: Provide statements about the scope of the work to be performed by the successful Proposer, the Construction Contractor, Program Team, and PWB staff along with a summary of deliverables and project management tools that will be used to manage the Project.
- c. Schedule: Provide information on the project schedule and tools for preparing, analyzing, and presenting the project schedule based on the scheduling standard developed by the Program Team and shown in Appendix E. Schedule will be completed in Primavera P6 and will be resource loaded.
- d. Budget: Provide information on the project master budget and tools for presenting, analyzing, and preparing the project budget using the baseline resource-loaded schedule.
- e. Decision Making Process: Describe the overall process of how critical decisions will be made by your management and your overall project team.
- f. Project Team: Describes the people involved in the Project, along with their roles, responsibilities, and contact information. This section should also provide information about the expertise of the team members and what areas they will be responsible for.
- g. Meeting Schedule: Describe the standing meetings used to manage the Project, including subject matter, location, frequency, documentation, and attendees.
- h. Document Control: Describe how documents will be tracked and stored throughout the life of the Project, including the software system utilized. Provide strategy for public information requests.
- i. Deliverable Review Process: Describe how deliverables will be reviewed and tracked.
- j. Points of Contact: Identify staff designated as primary points of contact for key areas of the Project and their corresponding peers in the successful Proposer and Construction Contractor teams.
- k. Issue Identification and Resolution: Describe personnel in each organization who have the authority to resolve issues and at what level. Describe how issues will be identified, resolved and documented.
- l. Conflict Escalation: Describe personnel in each organization who have the authority to resolve conflicts and at what level. Describe how conflicts will be identified, resolved, and documented.
- m. Risk Identification and Mitigation: Describe the tools and strategies PWB and the successful Proposer will use to identify and manage risk. Include information about risk owners and responses to reduce the impact of the risks on key deliverables which affect scope, schedule, or budget.
- n. Internal communications: Describe the tools and strategies for internal communications within the PWB organization for Project stakeholders as well as other colleagues. Tasks such as the RFP development workshops will be discussed here.
- o. External communications: Describe the tools and strategies to be used to assist the PWB for public outreach, City Council meetings, media, and press releases.
- p. Contract administration: Describe procedures regarding contract administration. Include a description about roles and responsibilities for contract administration.
- q. Social Equity: Describe how the Project will develop plans, encourage, and monitor the participation of COBID Certified Firms.
- r. Change control: Describe how the Project will identify, track, and manage change. Include information about roles and responsibilities for PWB and the successful Proposer team. Identify procedures for recommending changes to the scope, schedule, or budget of the Project.

The PMP will be subject to change throughout the life of the Project and several revisions are anticipated. Once the initial draft plan is accepted by PWB, each subsequent revision to the PMP will be submitted within fifteen (15) days after an update has been requested. The final draft will be submitted within two (2) weeks of receipt of PWB comments on the draft.

A significant revision to the PMP will occur once a Construction Contractor is selected and this method used. The successful Proposer will review and revise the PMP in preparation for the initial partnering session (as described in Task B below). An important area of revision will be addressing the roles and responsibilities among the Construction Contractor, successful Proposer, and PWB to ensure that the completed Project conforms to the construction contract. PWB will collaborate with the successful Proposer to identify which sections need to be

updated. There will be at least one new section describing how the PWB/successful Proposer will conduct dispute resolution with the Construction Contractor. It is anticipated that the successful Proposer will collaborate with the Construction Contractor to revise the PMP and that all three parties will agree on revisions.

- 3) Project Meetings – Project design meetings will be for the duration of the design of the pipeline; meetings for the construction phase will be covered in that scope section. Meetings will be as follows:
 - a. Program Meetings – The successful Proposer’s Project manager (PM) and lead designer will attend weekly meetings with the Program Team. Meetings will be two (2) hours in length and held at the Program Team’s office. Up to two (2) additional technical staff may need to attend from the team depending on the items up for discussion at that meeting. The Program Team will be responsible for creating an agenda and notes.
 - b. Design Team Meetings – The successful Proposer will organize, conduct, and prepare an agenda and notes for weekly meetings with PWB staff. At a minimum the successful Proposer’s PM, lead designer, and up to four (4) additional technical staff and subconsultants may need to attend depending on the items up for discussion at that meeting. The agenda will be delivered to PWB the day before the meeting, and draft notes will be submitted to PWB two (2) days after the meeting.
 - c. Technical Design Meetings – The successful Proposer will organize, conduct, and prepare an agenda and notes for technical design meetings with PWB staff as needed for the design. Assume there will be thirty (30) meetings with each meeting lasting approximately two (2) hours. Meetings will be held at either PWB offices or the successful Proposer’s office.
- 4) Project Reporting – The successful Proposer will provide a monthly report on the Project status with updates on schedule, status of tasks, and projections on key deliverables for fiscal year planning. Monthly reporting will contain, at a minimum, the following sections:
 - a. Work Completed the Previous Month: Outline the tasks undertaken and completed the previous month. Indicate who worked on each of the tasks. Identify tasks so it is clear which section of the contract is being worked on.
 - b. Work Planned for Next Month: Outline the tasks that are anticipated to be undertaken and completed in the upcoming month and who is responsible for each task. Identify tasks so it is clear which section of the contract is being worked on.
 - c. Project Budget Status: Provide information about the project expenditures. Provide tables and graphics showing project costs versus budget numbers (e.g. earned value S-curve evaluation). Discuss issues impacting spending rates and what the impacts could be. The PWB will provide internal expenditures for inclusion within this section.
 - d. Social Equity Status: Provide information on COBID Certified Firm participation and inclusion activities (monthly utilization reports).
 - e. Project Schedule Status: Provide information as outlined in the Program Schedule Standards. Discuss items or issues impacting the schedule; describe the changes and opportunities to manage schedule risks.
 - f. Project Scope Changes: Provide information about changes or potential changes to the Project scope. Change orders or potential out of scope work will be discussed here. Also discuss potential cost savings.
 - g. Quality Management: Describe the current status in terms of quality compliance for deliverables. Identify and analyze potential problems with meeting performance specifications for work.
 - h. Risk Mitigation: Summarize the elements of the Project that are at risk of not meeting scope, schedule, or budget requirements. Suggest actions to mitigate risk for the upcoming month and the duration of the Project. Identify and analyze any risks that PWB should be aware of regarding the successful Proposer and/or its subconsultants.
- 5) Risk Management Collaboration – The successful Proposer will collaborate with the Program Team on a Program-wide Risk Management Plan and Register. A Program Management Information System (PMIS) managed by PWB and BC will be used to track risks. The successful Proposer will be required to use the PMIS to collaboratively develop and maintain an ongoing Risk Management Plan and Risk Register of the Project commencing at the beginning of the Project and updating monthly to identify overall Project risks and mitigation strategies.

- 6) Change Management Collaboration – The successful Proposer will collaborate with the Program Team on a Change Management System. The successful Proposer will manage a change list within SharePoint to track and manage changes that impact critical business functions, such as cost, schedule, risk, and scope changes. Collectively develop protocols to identify critical design and performance criteria and establish a Project baseline from which all proposed changes will be compared. Coordinate with a Project oversight committee made up of PWB and BC staff that will review and approve all changes from the project baseline.
- 7) Management of Consultants and Subconsultants – The successful Proposer will be responsible for managing the work of all of their team members and subconsultants including review of all work products, assignments, schedules, and invoicing requirements. The successful Proposer will mentor and provide training to subconsultants as necessary.
- 8) Social Equity – Successful Proposers will take necessary and reasonable steps to ensure that businesses owned and controlled by socially and economically disadvantaged individuals are provided with a fair opportunity to participate in this Project. The successful Proposers will coordinate with the City’s Chief Procurement Officer (CPO) or their designee to provide guidance and oversight of the COBID Certified Firm participation requirements addressed in this solicitation to assure that the City’s corporate responsibility requirements are met and maintained. The successful Proposer will also work with the Program Social Equity team to meet the overall Program goals to the fullest extent possible.
- 9) Project Closeout – Upon completion of construction, the successful Proposer will prepare a close out document presenting an assessment of the entire Project including a “lessons learned” section to help the PWB with future alternative procurement projects. The document will include a final cost accounting report that incorporates the costs for PWB, the successful Proposer, and Construction Contractor.

The successful Proposer will develop a memorandum that describes how well the Project accomplished the benefits outlined in the findings ordinance used to approve alternative procurement per ORS 279C - Public Contracting - Public Improvements and Related Contracts. This document will be incorporated into the ordinance package used to close out the Project.

Primary Deliverables

- Project Management Plan
- Resource-loaded baseline schedule
- Monthly progress reports
- Monthly invoices
- Agenda and minutes for design team and technical meetings
- Technical memos providing information and opinions on potential change requests and disputes
- Final Cost Accounting Report
- Issues/lessons learned memorandum

Work Performed by PWB

- PWB will coordinate with all other City bureaus.
- PWB will provide PWB financial data and assets for incorporation into monthly reports and the final Cost Accounting Report.

B. Partnering

This task covers the work required to facilitate partnering sessions between the successful Proposer, PWB, Project team, Construction Contractor, and other City Agencies. Communication will be critical in this large complex project, so partnering is seen as a key element in establishing and keeping lines of communication open and running effectively. The successful Proposer will be responsible for obtaining a neutral party to facilitate a series of partnering workshops. The goals of the partnering workshops are to facilitate completing the Project within budget and schedule

constraints, increase timeliness of decisions, improve problem solving, and eliminate litigation. Partnering is anticipated both during the design and construction phases of the Project. Preparatory meetings will be conducted prior to each of the partnering sessions to set objectives, produce an agenda, and review materials and the process for the workshops.

- 1) Design Partnering – There will be one partnering session prior to the Project Construction Contractor being hired. The goal of this session is to integrate the successful Proposer, PWB, Project team, and Project team for the Construction Contract. The integrated nature of this Project with the filtration WTP mandates the development of solid communication strategies. The successful Proposer will create a Partnering Implementation Plan (PIP) prior to beginning any partnering work. The plan will include, but not be limited to, the following:
 - a. List of team members and their roles and responsibilities
 - b. Preparatory meetings with key team members from PWB, Program Team, and successful Proposer (assume three (3) 4-hour meetings)
 - c. Description of why each element of the PIP is proposed and how it will support the goals of the partnering program
 - d. Description of how the Project Management Plan will be revised to integrate the documents developed during the partnering workshops
 - e. Description of how the partnering workshops will operate and who should be invited
 - f. Description of the proposed tracking/feedback system

The purpose of the pre-partnering scoping meetings and interviews is to identify and understand common goals, create and foster an environment of trust, agree on an agenda and tools/exhibits for the partnering workshop, and establish partnering program objectives and evaluation criteria.

The successful Proposer will revise the PMP by integrating the documents developed during the partnering workshops. The intent is to provide one overriding document to be used in managing the Project which all parties have developed together.

- 2) Partnering – Once the Construction Contractor is hired, there will be at least one (1) full day and two (2) follow up, half-day partnering workshops during the life of the Project. Approximately thirty (30) attendees are anticipated and will include, at a minimum, PWB staff, successful Proposer staff, Project team members, Construction Contractor personnel, and other City Agency staff. Prior to the follow-up workshops, the successful Proposer will prepare and administer a partnering program survey that will evaluate how the Project is progressing.

Primary Deliverables

- Partnering Implementation Plan
- Partnering tools and handouts which may include, but are not limited to, workshop session agendas, exercises, agreements, surveys, checklists, and flow charts
- Partnering Effectiveness Surveys & Evaluations
- Meeting rooms and refreshments for partnering sessions

Work Performed by PWB

- Attendance at the partnering workshops
- Review of partnering documents

C. Preliminary Design Work

This task covers the work required by the successful Proposer to review all pertinent studies completed by others, along with developing additional requested studies identified in this QBS-RFP into a consistent whole that can be used as the basis for work moving forward into the design phase. This work will be submitted in a Preliminary Design Report prior to initiating the design work.

- 1) The Program Team will be completing numerous technical memorandums and other deliverables in support of the Bull Run Pipeline Project. These deliverables, most of which will be produced after the release of the RFP, are described below. A list of expected deliverables, are included in Appendix F. The successful Proposer will review each submittal listed below along with all other pertinent existing documents and state whether they agree or disagree with their findings and recommendations. If the successful Proposer does not agree with the findings and/or recommendations of a document, the successful Proposer will describe what they do not agree with and what additional work needs to be done to modify the document. The successful Proposer will also provide a business case incorporating cost when a recommendation from an existing document will be changed.
 - a. Permitting Matrix (Draft Included): The successful Proposer will confirm all potential permits have been identified and will work with PWB and the Program Team to provide further clarification on the roles and responsibilities for each potential permit.
 - b. Pipeline Environmental Site Assessments (TM): The successful Proposer will determine what environmental assessment work has been completed and recommend what, if any, additional environment site assessment work is warranted.
 - c. Pipeline Geological Hazard Assessment (TM): The successful Proposer will review the findings and recommendations from the TM and state what if any additional information would add value.
 - d. Geological Data Report: The successful Proposer will independently determine what, if any, additional geological investigations may add value to the project and then provide recommendations to PWB.
 - e. Preliminary Geotechnical Engineering Report: The successful Proposer will independently determine what further soil explorations and investigations are required and provide recommendations to PWB in the Geotechnical Investigation Plan as part of Task D: Geotechnical Work.
 - f. Pipeline Site Seismic Hazard Evaluation: The successful Proposer will confirm the methodologies used to determine the hazards where appropriate and confirm all seismic hazards have been identified.
 - g. Trenchless Crossings (TM): The successful Proposer will review and comment on the findings and recommendations in the TM.
 - h. Hydraulic Analysis and Pipe Sizing: A hydraulic model was created and utilized to provide approximate sizes for the pipelines. The successful Proposer will obtain the hydraulic model, confirm the results, and identify what and when additional modeling will occur during the design phase.
 - i. Seismic Design Guidelines for Pipelines: The successful Proposer will review and comment on the guidelines.
 - j. Corrosion Guidelines for Pipelines: The successful Proposer will review and comment on the guidelines.
 - k. Pipeline Utility Surveys: The successful Proposer will review and comment on the utility surveys and provide additional information as necessary in order to create a plan.
 - l. List of Easements: The successful Proposer will confirm all required easements have been identified and what, if any, additional work is required to obtain the easements and who will be doing this work.
- 2) The Preliminary Design Report must include the following items produced by the successful Proposer:
 - a. Recommendations on what future studies, reports, and field work is required
 - b. Interties (TM): The successful Proposer must produce a TM with schematic drawings for each intertie showing the tie-in locations relative to the existing conduits along with proposed fittings, valves, and other major appurtenances with approximate sizes.
 - c. Pipeline Material Business Case: The successful Proposer will produce a business case using weighted criteria provided by PWB to determine whether to utilize steel pipe or earthquake resistant ductile iron pipe.
 - d. Phasing and Sequencing (TM): The successful Proposer will produce a Phasing and Sequencing TM. The successful Proposer will work with PWB to identify a timeline of steps required to tie-in to the existing conduits

and support the commissioning of the proposed filtration WTP, while maintaining service to the existing system and customers.

- e. Project Schedule: The successful Proposer will produce a detailed project schedule using Primavera P6 and including constraints provided by PWB.
- f. Cost Estimate: The successful Proposer will independently produce a cost estimate.

- 3) The successful Proposer will develop and facilitate a 4-hour workshop to discuss the Preliminary Design Report. The objectives of the workshop will be to update PWB stakeholders on the findings and recommendations from the Preliminary Design Report and develop consensus on the proposed direction.

Primary Deliverables

- Draft Preliminary Design Report
- Final Preliminary Design Report

Work Performed by PWB

- Provide all internally held information pertinent to the Project
- Review and provide comments on a comment form for the draft Preliminary Design Work Report (allow four (4) weeks for comment)
- Provide a memorandum defining the criteria and weighting to be used in an alternative analysis. The successful Proposer's input will be accepted during a review process.
- Attend workshop (maybe provide venue)

Work Performed by BC

- Provide all internally-held information pertinent to the project, including the hydraulic model, all TMs, and all studies and documents listed above
- Review and provide comments on a comment form for the draft Preliminary Design Work Report (allow four (4) weeks for comments)
- Attend workshop

D. Geotechnical Work

This task covers the work required by the successful Proposer to provide the necessary geotechnical information to support the Project. It is anticipated that this work will occur in two phases. The first phase will support the initial design and occur prior to the design work. The second phase will support the Project after all trenchless methods and their locations have been identified and after the Construction Contractor has provided information on means and methods.

There has been considerable geotechnical information obtained for the Project by the Program Team. This information includes, but is not limited to, the Preliminary Geotechnical Engineering Report, Pipeline Geological Hazard Assessment, and Geological Data Report. The Program Team has an existing Geotechnical Technical Advisory Committee (GTAC). The successful Proposer will be required to participate in this committee.

- 1) The successful Proposer will develop a Geotechnical Investigation Plan.

The Plan must include, but not be limited to, the following:

- a. Summary of prior geotechnical exploration and findings
- b. Summary of geologic hazards
- c. Description and discussion of the geotechnical exploration program
- d. Schedule of exploration
- e. Description of applicable permits and access requirements
- f. Contact names and phone numbers of key individuals conducting the exploration

g. Integration of work and findings with the Filtration Project

The goals of the Geotechnical Investigation Plan are as follows:

- a. To identify the distribution of soil and rock types within the Project limits
- b. To define the location of the water table, including the depth and seasonal variability within the Project limits
- c. To identify and characterize any geological hazards that may be present within the Project limits
- d. To determine site specific seismic loading, including but not limited to, permanent ground deformation from liquefaction, lateral spreading, and dynamic landslide instability, along with transient ground deformations
- e. To provide recommendations on how to mitigate identified hazards
- f. To provide a recommendation of pipe installation feasibility

After approval of the Geotechnical Investigation Plan by PWB the successful Proposer will implement the approved plan in full.

- 2) The successful Proposer will be required to develop a Supplemental Geotechnical Data Report. The Report must include the following:
 - a. Data found in the geotechnical investigation completed by the successful Proposer and incorporates existing data obtained by the Program Team
 - b. An exhaustive description of the geotechnical information along the pipeline alignments
- 3) The successful Proposer will be required to develop a Supplemental Geotechnical Engineering Memorandum. At a minimum, the memorandum must include the following:
 - a. This memorandum must assess the information provided in the Supplemental Geotechnical Data Report that incorporates existing data obtained by the Program Team. The report must contain the geotechnical parameters that will support the Project's initial design. The report must at a minimum have these sections: General Geotechnical parameters, Seismic hazard assessment, trenchless technology, and settlement analysis. The report at a minimum must contain the following information:
 - i. Lateral earth pressures
 - ii. Coefficient of friction between the pipe/concrete and native soils
 - iii. E' of trench backfill and native soils, and composite E^* of flexible pipe design
 - iv. Expected total and differential settlement for proposed facilities
 - v. Allowable bearing capacities
 - vi. Loading, allowable stress, and adjacent movement criteria for shoring
 - vii. Soil improvement recommendations
 - viii. Dewatering recommendations
 - ix. Cut and fill slope recommendations
- 4) The successful Proposer will be required to develop a Seismic Hazard Assessment Memorandum. At a minimum, the memorandum must include and address the following items:
 - a. Soil loading effects from a one in 2,475-year seismic event (2% probability of exceedance in 50 years)
 - b. A site-specific ground response analysis to estimate the amplification of ground motions that propagate through loose and soft soils at critical locations using a one-dimensional nonlinear effective stress approach
 - c. Liquefaction triggering assessment that considers the soil resistance relative to the seismic (i.e. cyclic mobility) demands induced by ground shaking
 - d. Estimated transient soil movements that occur due to the effects of seismic wave propagation through the ground and determine transient ground strains along the pipeline (longitudinal compression and tension strains) and perpendicular to the pipeline (transverse strains)

- e. Permanent ground deformations (PGD) that are induced by soil liquefaction, lateral spreading and settlement, post-liquefaction consolidation settlement, and dynamic slope movements. PGD will be used to determine the load demands on structures and pipelines.
- f. Consideration of other hazards related to liquefaction induced ground deformation including differential settlement, differential lateral movement, and buoyancy. Evaluation of lateral spreading as a liquefaction related phenomenon characterized by incremental displacements of surface soil blocks where the driving force is both seismic and gravity loads.

A Post Alternative Procurement Geotechnical Data Report and a Post Alternative Procurement Geotechnical Baseline Report will be created after the Construction Contractor is hired and has time to assess the initial design. The successful Proposer will work with the Construction Contractor to assess the breath of additional geotechnical exploration that may be required. The successful Proposer will be required to create a Post Alternative Procurement Geotechnical Data Report and a Post Alternative Procurement Geotechnical Baseline Report using a combination of historical data and data obtained from an additional round of explorations, which is also completed by the successful Proposer.

- 5) The successful Proposer is required to develop a Post Alternative Procurement Geotechnical Exploration Plan which must include the following:
 - a. Synopsis of existing geotechnical information
 - b. Gaps in the geotechnical data
 - c. Proposed location, depth, and method of borings
 - d. Description of sampling and testing
 - e. Contaminant analysis of any substrate sample taken
 - f. Schedule of exploration
 - g. Description of necessary permits, security, or traffic control
 - h. Cost of geotechnical exploration program
- 6) The successful Proposer will manage traffic control personnel for all geotechnical exploration. The successful Proposer will be required to obtain the necessary permits to perform the geotechnical exploration as described in Task I.
- 7) The successful Proposer will also be responsible for the following:
 - a. The geotechnical team will be required to lead two geotechnical workshops that will each be four (4) hours long
 - b. All permitting fees and application processes needed to complete the field work

Primary Deliverables

- Draft Geotechnical Investigation Report
- Final Geotechnical Investigation Report
- Draft Supplemental Geotechnical Data Report (GDR)
- Final Supplemental Geotechnical Data Report (GDR)
- Draft Supplemental Geotechnical Engineering Memorandum
- Final Supplemental Geotechnical Engineering Memorandum
- Draft Seismic Hazard Assessment Memorandum
- Final Seismic Hazard Assessment Memorandum
- Draft Post Alternative Procurement Geotechnical Data Report
- Final Post Alternative Procurement Geotechnical Data Report
- Draft Post Alternative Procurement Geotechnical Baseline Report
- Final Post Alternative Procurement Geotechnical Baseline Report
- Draft Post Alternative Procurement Geotechnical Exploration Plan

- Final Post Alternative Procurement Geotechnical Exploration Plan

Work Performed by PWB

- Provide currently available geotechnical information
- Review reports and provide comments (3 weeks).

Work Performed by Program Team

- Review and provide comments on a comment form for drafts (allow three (3) weeks for comments)

Work Performed by selected Construction Contractor

- Contribute input in creating the plan and report
- Provide payment for field work through their contract

E. Design Quality Management

This task covers the quality assurance work for the design documents to ensure that the successful Proposer design documents are completed in compliance with the applicable contracts without significant errors or omissions.

- 1) The successful Proposer will complete the following:
 - a. Schedule and conduct an initial kick-off meeting with PWB, Program Team, and other designated City Agencies shortly after the contract is signed. The kickoff meeting is intended to identify stakeholders and respective roles and responsibilities, provide an overview of the Project scope, and establish expectations for the design quality management process.
 - b. Develop a Design Quality Assurance Plan that will describe the actions the successful Proposer will undertake to assure that the design tasks are occurring per the Contract requirements and the deliverables are without significant errors and omissions. The Plan will describe the actions necessary for each definable feature of work, as well as what constitutes a significant error or omission.
- 2) The successful Proposer will identify a person as the quality assurance manager. This person will be the lead in developing the Project-wide Design Quality Assurance Plan. This person will provide written confirmation to PWB during the design phase that the strategies for assuring quality are being followed. This person will collaborate with PWB to update the Quality Assurance Plan as needed.
- 3) The successful Proposer will produce a letter confirming they understand and will follow the Bull Run Treatment Program CAD & BIM standards along with the Bull Run Treatment Program Design Schedule Guidelines.
- 4) A web-based document control system is anticipated for this Project. The Project will use SharePoint.

Primary Deliverables

- Design Quality Assurance Plan
- Letter confirming the Bull Run Treatment Program CAD & BIM Standards will be followed

Work Performed by Program Team

- Provide access and training to SharePoint.

Work Performed by PWB

- PWB will assign staff as appropriate to provide review and resolution of design comments, questions, and issues

F. Design Work

This task covers the work required by the successful Proposer to perform the design work. The successful Proposer must follow PWB's E3 Project Work Flow Process (Refer to Appendix I for more information) in creating a construction bid package. The design process will involve collaboration with PWB design staff and the Program Team to develop the 30% Initial Design Milestone Submittal Package, the 60% Intermediate Design Milestone Submittal Package, the 90% Pre-final Design Milestone Submittal Package, along with a 100% Final Signed Package. The signed bid package will be required to provide all data and design information necessary to successfully bid the project and for a competent contractor to successfully perform the work.

- 1) The successful Proposer's design will adhere to the following PWB constraints:
 - a. The proposed pipeline alignment must be below grade
 - b. The proposed pipeline must be designed to accommodate seismic loading associated with a seismic event having a 2% chance of exceedance in 50 years
 - c. The proposed pipeline to be steel or ductile iron
 - d. This project may include funding from sources outside the City of Portland. The successful Proposer may need to tailor the design or provide supporting information and documentation as needed to prepare and submit funding applications
- 2) The successful Proposer will be responsible for the following design elements in the design submittal packages:
 - a. Plans adhering to the following standards:
 - i. PWB Bull Run Treatment Program Standards (Refer to Attachment H Bull Run Treatment Program CAD & BIM Standards)
 - ii. Bentley MicroStation v8i
 - b. Specifications following 2016 CSI Section Format and Master Format including, but not limited to, the following:
 - i. All required technical specifications from Division 01 to Division 50;
 - c. Calculations:
 - i. Pipelines: calculations for all loading identified in the American Lifelines Alliance *Guidelines for the Design of Buried Steel Pipe*, dated July 2001
 - ii. Structures: calculations for all vaults and structure in compliance with the applicable edition of the Oregon Structural Specialty Code
 - d. Hydraulic Modeling using InfoWorks by Innovyze
 - e. Design Memorandum should include but not be limited to the following:
 - i. Project Description, background, rationale/justification, and objective
 - ii. Description of each resolved issue and each outstanding issue
 - iii. A condensed permitting section listing all anticipated permits, the status for each permit including anticipated application submittal date and estimated date permit will be received, the permitting agency, and a preliminary cost estimate for each permit
 - iv. Original key milestone completion dates along with the expected key milestone completion dates
 - v. List of changes to the bid package since the last major milestone submittal
 - vi. Estimated construction cost
 - f. Construction cost estimates:
 - i. Detailed Cost Estimate – A technical memorandum will be prepared by the successful Proposer that outlines the detailed cost estimate and how it was developed. This memorandum will address differences between this cost estimate and previous cost estimates. The memorandum will also address the areas that may significantly impact costs and indicate how to potentially mitigate these impacts. Detailed cost estimates must follow the AACE International Cost Estimating Classification System
 - ii. Bid Tab – The bid tab should include a cost for each described bid item, units for measurement and payment along with a quantity, and a referenced specification section for each bid item

- g. Phase II Environmental Site Assessment (as needed per the Preliminary Design Report)
- h. Schedule adhering to the following standards:
 - i. Cost-loaded schedule using Primavera P6
 - ii. Draft Designer Schedule Guidelines (Refer to Appendix E)

Primary Deliverables: 30% Initial Design Milestone Submittal Documents

- 30% PLANS – The plans must include, at a minimum, the following:
 - General Drawings – Vicinity Map, Location Map, and Index of Drawings
 - Civil Drawings – Site Layout Plan, Site Access and Staging Plan, Pipeline Alignments & Profiles, Cathodic Protection Details, etc.
 - Structural Drawings (as required) – Foundation Plan and Roof Plan
 - Architectural Drawings (as required) - Building Elevations and Building Sections
 - Mechanical Drawings (as required) – Control Room Mechanical Sections
 - Electrical Drawings – Site Plan Electrical
 - Landscaping Drawings – Tree Preservation Plan and Planting Plan
 - Erosion and Sediment Control Drawings – Erosion and Sediment Control Cover Sheet
- 30% SPECIFICATIONS – The specifications must include a table of contents listing all anticipated specification sections and a draft of any key technical sections.
- DESIGN MEMORANDUM (MEMO) – Provide Initial Design Memorandum.
- COST ESTIMATE – Provide a detailed initial construction cost estimate.
- SCHEDULE – Provide an update to the detailed cost-loaded project schedule created in Primavera P6. The schedule must include time allowed for PWB review.

Primary Deliverables: 60 % Intermediate Design Milestone Submittal Documents

- 30% TABULATED COMMENT RESPONSES – Provide tabulated comment responses to the plans, Specifications, and other 30% initial milestone comments.
- 60% PLANS – The plans must include a complete package including detail sheets.
- 60% SPECIFICATIONS – The specifications must include a complete table of contents, all necessary front-end documents, draft of all special provision sections, and complete supplemental conditions sections. Specifications will be consistent with design elements as shown on the drawings.
- DESIGN MEMO – Provide an Intermediate Design Memorandum.
- COST ESTIMATE – Provide detailed cost estimate and memorandum in addition to a bid tab.
- SCHEDULE – Provide an update to the detailed cost loaded project schedule created in Primavera P6. The schedule must include time allowed for PWB review.
- CALCULATIONS – Provide draft package of structural and civil calculations.
- VDC – Provide electronic files.

Primary Deliverables: 90% Pre-final Design Milestone Submittal Documents

- 60% TABULATED COMMENT RESPONSES – Provide tabulated comment responses to the plans, specifications, and other 60% intermediate milestone comments.
- 90% PLANS – The plans must be complete in all respects including all engineering details and be consistent with specifications.
- 90% SPECIFICATIONS – The specifications will be complete and must be consistent with design elements as shown on the drawings.
- DESIGN MEMO – Provide updated design memorandum.
- COST ESTIMATE – Provide a detailed cost estimate and memorandum along with a bid tab.
- SCHEDULE – Provide an update to the design schedule. Identify delays and actions required/taken to meet the timeline for start of construction. Provide a final version of the construction schedule through construction completion and facilities commissioning including projected cash flow
- Calculations – Provide draft package of structural and civil calculations.
- VDC – Provide electronic files.

Primary Deliverables: Final SIGNED Design Milestone Submittal Documents

Provide one (1) original and full-sized reproducible plan set, one (1) unbound set of specifications and permitting documentation, and one (1) electronic copy with all reference files for the following:

- 90% TABULATED COMMENT RESPONSES – Provide tabulated comment responses to the plans, specifications, and other 90% pre-final milestone comments
 - 100% PLANS – Provide one (1) signed, full sized original plan set and one (1) electronic copy with all reference files.
 - 100% SPECIFICATIONS, ATTACHMENTS AND APPENDICES – Provide one (1) signed, unbound, original with dividers and cover, and one (1) electronic copy (PDF on compact disc).
 - 95% FRONT END DOCUMENTS – Provide draft copy of City of Portland front end documents for Procurement Services review with completed descriptive scope and bid form. PWB will incorporate any changes in the front-end documents.
 - COST ESTIMATE – Provide a detailed cost estimate and memorandum along with a bid tab.
 - CALCULATIONS – Provide final copy of all stamped calculations.
 - VDC – Provide electronic files.
- 3) The successful Proposer will be responsible for a 4-hour workshops at the end of the 30% Initial Design Milestone, the 60% Intermediate Design Milestone, and the 90% Pre-final Design Milestone. The successful Proposer will develop agendas, facilitate the workshops, and draft meeting notes for each workshop.

Work Performed by PWB

- Provide legal description for easement and property acquisition for the raw water pipeline
- Provide comment form along with consolidated comments for each design review (allow five (5) weeks for comments);
- Provide Quality Review and Response Forms
- Coordinate with City of Portland Procurement Office
- Provide electronic copies in Microstation® format of PWB title block and cover sheet with standard notes, resurfacing schedule, and legend
- Provide General Conditions (007200) and Supplementary Conditions (007300)
- Provide schedule showing steps/tasks and timelines for City procurement

Work Performed by Program Team

- Provide support as requested

Additional Work Performed by the successful Proposer

- Provide GMP
- Provide review and comments on design documents (plans, specification, construction schedule, and quantities estimate)

Overall Project Deliverable Requirements to be provided by the successful Proposer

Key categories of project deliverables are defined below and will be provided to PWB in the following format and numbers. Assume that each draft will require three (3) weeks of review time by PWB.

- Technical Memorandums/Letters: These memos/letters are 2 to 10 pages long and address a single or small number of issues. These memos are designed for distribution within the Project team and key stakeholders. A single draft review of these documents is anticipated.
 - Draft Eight (8) hard copies and a copy in both Microsoft Word and PDF format
 - Final Fifteen (15) hard copies and a copy in both Microsoft Word and PDF format
- Milestone Submittals: The 30% Initial, 60% Intermediate, and 90% Pre-final Milestone Submittal Packages are considered draft sets and the SIGNED set is considered the final set.

- Draft Fifteen (15) hard copies of ½ size (11"x17") plans and (1) full size (22"x34") plan set along with fifteen (15) hard copies of the remaining documents and plans in Bentley MicroStation, Microsoft Word, and PDF format
- Final fifteen (15) hard copies of ½ size (11"x17") plans and one (1) full size (22"x34") plan set along with fifteen (15) hard copies of the remaining documents and plans in Bentley MicroStation, Microsoft Word, and PDF format
- Issue Papers/Reports: These papers are 10 to 25 pages long and address several issues or a complicated matter. The distribution of these papers is anticipated to be to the internal stakeholder group. These documents are anticipated to have a single draft review cycle. Some documents may require additional reviews from outside agencies.
 - Draft Ten (10) hard copies and a copy in both Microsoft Word and PDF format
 - Final Twenty (20) hard copies and a copy in both Microsoft Word and PDF format
- RFQ: The RFQ is defined as the document and appendices necessary for advertisement to a broad scope of potential proposers. The RFQ is anticipated to have a minimum of two (2) review cycles.
 - Drafts Ten (10) hard copies and a copy in both Microsoft Word and PDF format
 - Final Twenty (20) hard copies and a copy in both Microsoft Word and PDF format

G. Public Outreach

The Program Team, through coordination, direction and approval with the PWB, including the PWB Public Involvement Group, will lead the public outreach, equity, and public involvement for the overall Project. The successful Proposer will be required to support these efforts such as providing supporting technical information and attending meetings.

1) Meetings

- a. Program – The successful Proposer will meet with the Program Team monthly throughout the design and construction for an estimated sixty (60) meetings. The meetings will be up to two (2) hours in length and will be held at the Program offices. These meetings are in addition to other meeting discussed elsewhere in the Work Requirements.
- b. Public Outreach Meetings – The successful Proposer will support the Program Team by attending up to twenty (20) public meetings of up to four (4) hours. Meetings will be held at various locations. These meetings are in addition to other meeting discussed elsewhere in the Work Requirements.

2) Materials Production – The successful Proposer will support the Program with production of materials that may include flyers, brochures, signs, posters, monthly newsletters, comment forms, maps, charts, and drawings during design and construction.

3) Media Support – The successful Proposer will support the Program Team as needed with responding to media inquiries in a timely manner. The successful Proposer will be required to follow all City and PWB protocols when conducting all public communications, outreach and support.

4) Communication Plan Support – The Program Team has an established communication plan which includes strategies for engaging the broader public and working with site neighbors. The plan includes target audiences, messaging, tools, materials, schedules, and assignments. The successful Proposer will participate in the annual updates to the plan.

Primary Deliverables

- Public information documents/materials (flyers, articles, press releases, web page updates, maps, drawings, and charts)

Work Performed by PWB

- PWB staff will coordinate with successful Proposer and provide standards and guidelines for the public information documents

Work Performed by Program Team

- Program Team will review, provide comments, and approve the public information materials
- Program Team will lead the coordination and facilitation of open houses, tours, and presentations to the public

H. Easement and Property

The Program Team will lead the acquisition of easements and property for the BRPP. The Program Team will complete the boundary and topographic survey, rights of entry, overall acquisition plan, and the preparation of legal descriptions, appraisals, negotiations, closing, and if needed, condemnation. The successful Proposer will support the Program acquisition effort with the follow efforts:

- 1) Meetings – The successful Proposer will attend up to twenty (20) 2-hour meetings with the Program ROW team. These meetings will be held at the Program offices.
- 2) Easement/Property Identification – The successful Proposer will work with the Program Team to define the permanent and temporary easement and property needs.
- 3) Review of Property Agreements – The successful Proposer will review property owner agreements and ensure specific requirements of the agreement are included in the construction documents.

Primary Deliverables

- CAD files showing areas needed for easements or property acquisition
- Written responses to property agreement documents

Work Performed by Program Team

- Provide a title report, title insurance, and escrow for each interest in real estate require for the Project
- Tracking system for acquisitions and preparation of deeds, easements, rights of entry, and other agreements for the Project
- Meeting agendas and minutes
- Final acquisition and closing

I. Permitting

The successful Proposer will work with the Program Team with permits as outlined below and lead the permits listed below. In all cases PWB will pay all permit fees and assessments, with the exception of trade permits.

- 1) Program Permitting Support – The Program Team is currently working with permitting agencies to determine all the permits that will be required. A Preliminary list is in Appendix G. The successful Proposer will provide status updates to the Program Team on permits. The Program Team will lead the following permits with support from the successful Proposer:
 - a. Land use permits in Multnomah and Clackamas County – The successful Proposer will provide drawings, graphics, draft descriptions of impacts, and other support information as required. These will include Conditional Use, Design Review, Environmental Zone, Geologic Hazard, and Exclusive Farm Use.

The successful Proposer will need to attend hearings required for permits and respond to requests to supply additional information from the permitting agency when needed to acquire approval and permits.

- b. Joint Permit Application (Department of State Lands (DSL) & US Army Corps of Engineers (USACE)) – The successful Proposer will provide drawings, written description, estimate timing, and quantity of impacts to jurisdictional waters. Team will work with Program Team to review draft applications and edit documents as needed to complete permit. Package will include Department of Environmental Quality (DEQ) Section 401/404 Water Quality Certification permit.

2) Permitting Lead

- a. The successful Proposer will be the lead on all permits not listed under the Program Permitting Support including permits to do work and place utilities in the ROW, building permits, and the DEQ 1200-C.
- b. The successful Proposer will complete a permit plan for all permits that the successful Proposer will be the lead on. The permit plan will integrate with the Program Team's overall plan and be updated with each design submittal package.

Primary Deliverables

- Drawings, graphics, quantities, and other information needed to complete land use applications
- Drawings, graphics, quantities, and other information needed to complete Joint Permit Application (JPA)
- Permit Plan for permits
- Permit applications and supporting documentation/studies for local permits

Work Performed by PWB

- Provide existing background information on permitting/easement issues and contacts
- Coordinate stakeholders/regulators for meetings
- Provide payment for all required permits, excluding trade permits

Work Performed by Program Team

- Overall Permit Plan
- Permit Applications for land use approvals
- Complete JPA forms, baseline reports and wetland delineations, coordination with Tribes, and DSL Section 401/404 permit

J. Utility Coordination

The successful Proposer will be required to perform utility coordination and liaison activities with utility owners/operators for the BRPP located in both public ROW and on property to be acquired. This work includes reviewing utilities that may be in conflict with the Project work and utility relocation coordination with the utility owners to resolve those potential conflicts. Additionally, the successful Proposer must obtain system mapping from utilities located within the Project limits. The successful Proposer will be required to use this information to confirm the survey map that has been provided.

- 1) Utility Report – The successful Proposer will prepare a draft and final Utility Report for those utilities located within the Project limits. The Utility Report must include as many of the following items that are known and applicable:
 - a. Description of utilities located within the Project limits
 - b. Utility facility's structure dimension
 - c. Probable buried depth of cover or aerial lowest height of wire
 - d. General description of utility facility structure material
 - e. Reliance upon other utilities in the vicinity (joint use facility)
 - f. Description of the means used to verify facility location and limits of conflict (test hole data a.k.a. "pothole" verification)
 - g. Proposed project construction requirements

- h. Potential utility conflicts
 - i. Probable conflict resolution (relocation, adjustment concept, or protect in place)
- 2) Utility Coordination Meetings – To facilitate the development of each utility relocation plan, the successful Proposer will be required to organize, conduct, prepare for, and attend the following utility coordination meetings with utilities within the Project limits:
- a. Utility kickoff meeting to begin utility coordination. The meeting must address known facilities, potential for impact, design alternatives to address conflicts, timing requirements for potential relocations, and initial information on reimbursable requirements
 - b. Up to two (2) individual meetings with potentially affected utilities
 - c. One (1) on-site group utility meeting to coordinate relocation plan, construction constraints, means and methods, work sequence, and schedule limitations

The successful Proposer will be required to prepare a meeting agenda and meeting minutes summarizing the discussions at the group meeting.

For budgeting purposes, it is assumed that up to two (2) consultant staff will be required to attend each 2-hour meeting, including travel time.

Primary Deliverables

- Existing utility information gathered in Task J.1 to be included in the survey map / base map
- Record of communications with each utility within the Project limits
- Utility Report to be submitted with Preliminary Design Task F
- Meeting agenda and meeting minutes for each meeting. The agenda is due within two (2) business days prior to meeting. The meeting minutes are due within five (5) business days after meeting

K. Alternative Procurement Coordination

The procurement method for the construction contract has not yet been finalized, but PWB will likely be pursuing a CM/GC alternative procurement method. This project delivery method is outlined in *Oregon Public Contracting Coalition Guide to CM/GC Contracting*, dated 2002. The CM/GC method augments the traditional scope of work of the general contractor with that of a construction manager under a single contract with the owner.

At an early point in the design phase for this Project, a competitive selection process will be used to select a Construction Contractor to provide construction management and general contracting services. By joining the Project team during design, the Construction Contractor chosen will collaborate with the development of the design submittal packages with the successful Proposer and PWB. Once the design has progressed to an acceptable level, the Construction Contractor will submit a guaranteed maximum price (GMP) for the Project. After agreement on a GMP is reached, the Construction Contractor undertakes the construction of the Project per their contract documents.

Tasks and deliverables associated with this process are described in this section and detailed below. It is anticipated that the Construction Contractor will be selected in time to review the 60% Intermediate Design Milestone Submittal.

- 1) RFP Development – This task covers the work required of the successful Proposer to develop the RFP used to procure the Construction Contractor. The successful Proposer will develop the RFP document and technical information with input from PWB. The RFP document will include the selection criteria, procedures, technical issues, and legal issues.
- a. The successful Proposer will work with PWB to outline the complete RFP process and strategy in a technical memorandum. This technical memorandum will outline selection committee makeup, strategy, and schedule.

The strategy will include provisions to encourage an open and fair process and comply with City of Portland requirements.

- b. The successful Proposer will prepare the RFP document and coordinate with PWB to make review, revise, and approve the document. The successful Proposer will be responsible for the technical information required for the RFP and for assisting the PWB Project Manager and City Procurement with packaging of the document in preparation for bid. Document development will require meeting with other City bureaus to discuss the RFP process. The successful Proposer will attend these meetings (assume two (2) to three (3) meetings).
 - c. The successful Proposer will provide marketing and project packaging strategies to reach the greatest breadth of potential qualified bidders.
- 2) Construction Contractor Proposal Selection Process – This task covers work required to review proposals and if needed interview shortlisted firms, to select a Construction Contractor team. The alternative procurement selection process will be led by the City Procurement Services. The successful Proposer will assist in developing the interview strategies and questions.
- a. The successful Proposer will assist PWB in responding to Proposers’ questions during the solicitation process. The successful Proposer will be responsible for assisting the PWB with preparing the addenda for the RFP.
 - b. The successful Proposer will participate in the selection of a Construction Contractor in a technical advisory role. After the proposals are received, the successful Proposer will review the proposals and prepare a technical memo outlining the technical viability of each proposal. As part of this assessment, the successful Proposer will provide a technical review of the proposals to determine that they are accurate, that the assumptions are clear and valid, and that they meet the requirements outlined in the RFP. The technical review will be used to prepare the RFP selection panel members for the final interview with each firm that have been short-listed to interview. The successful Proposer will conduct or participate in reference checks which include contacting references, documenting the clarifying questions and comments, and providing feedback to PWB proposal evaluators.
 - c. In addition, the successful Proposer will assess the selected Construction Contractor’s proposal fee.
 - d. The successful Proposer will be required to attend the short-list interviews (assume one (1) 2-hour interview for each team). The interviews will be held in the Portland Building and be organized by PWB and facilitated by City of Portland Procurement Services personnel.
- 3) Construction Contractor Contract Negotiation and Development – This task covers the work required for the successful Proposer to establish pre-negotiation objectives. The successful Proposer will facilitate negotiating the Construction Contractor’s contract once a selection has been made and approved. It is anticipated that there will be several meetings between PWB, the successful Proposer, the Construction Contractor, and City Attorney to develop pre-negotiation objectives and refine clauses to the contract (assume three (3) 2-hour meetings).

The successful Proposer will provide a lead negotiator that will spearhead and manage negotiations with the Construction Contractor. The lead negotiator will operate under the direction and approval of the PWB. The successful Proposer will facilitate negotiation meetings with the Construction Contractor and provide background on the contract language applicable to the alternative contract method being used. The successful Proposer will develop and refine additional clauses to the contract with input from PWB and City Attorney.

- 4) Guaranteed Maximum Price Development – This task covers the work required for the successful Proposer to independently develop a Guaranteed Maximum Price (GMP). The independent GMP (IGMP) will be used to evaluate the Construction Contractor GMP.

The successful Proposer will provide a lead negotiator that will spearhead and manage negotiations with the Construction Contractor on the GMP where the GMP and the IGMP differ by more than 10 percent.

Primary Deliverables

- Technical memorandum outlining RFP process and strategy
- Meeting minutes
- Draft and Final RFP document package
- RFP addenda
- Technical memo summarizing issues and technical issues with CM/GC proposal
- Technical memo assessing the proposed Phase 1 fee
- Minutes from negotiation meetings with Construction Contractor, PWB, City Procurement Office, and the City Attorney's Office
- Additional clauses, as necessary
- Draft/final contract scopes of work
- Using the City's template, draft the QBS/RFP used to select the Construction Contractor
- Participate in the evaluation and selection of the Construction Contractor
- Collaborate with Construction Contractor during the design phase
- Electronic copy of the draft QBS/RFP in Microsoft Word and PDF format;
- Electronic copy of the final QBS/RFP in Microsoft Word and PDF format; and,
- Electronic copy of the successful Proposer's GMP

Work Performed by PWB

- Coordinate with Procurement Services and City Attorney's Office to obtain RFP document approval
- Provide City's General Conditions for incorporation into the RFP
- PWB will manage the selection committee and provide meeting rooms
- PWB prepares documents associated with approval for the alternative procurement process for the Construction Contractor
- Oversee RFP addenda composition, completion, and issuance
- Prepare Procurement documents associated with selection of the Construction Contractor team
- Provide meeting rooms for contract negotiation meetings
- Provide contract template for reference
- Manage interface with City Attorney
- Provide City procurement forms
- Coordination with City of Portland Procurement Office

Work Performed by Program Team

- Support as requested

L. Construction Support

PWB staff will manage the construction of the BRPP with support from the successful Proposer. During construction, the successful Proposer will be required to protect PWB's interests and collaborate effectively with the Program Team and the Construction Contractor in advancing the construction of the new facilities. Activities include but are not limited to reviewing RFIs, submittals, change orders, engineer of record observations, construction meetings, and record drawings.

- 1) Pre-construction meeting – The successful Proposer will attend the pre-construction conference that will be at a location and time to be determined. The successful Proposer will have at a minimum the design PM and professionals representing each discipline shown in the design plans in attendance.
- 2) Weekly Meetings – The successful Proposer will attend the weekly on-site construction meetings that will be at a location and time to be determined. The successful Proposer will have the appropriate staff at the meetings as

determined by the agenda for that meeting. Meetings also include any required compliance or contract social equity program meetings that require the successful Proposer's input, data and/or reports.

- 3) Document Review – The successful Proposer will review and provide the required input on Requests for Clarification (RFCs) and RFIs received from the Construction Contractor via PWB. The documents will be returned within ten (10) business days of receipt. Larger or more complex RFIs may require longer review times, and the successful Proposer will be required to notify PWB within five (5) days of submittal receipt if and how much additional time will be required.

The successful Proposer will review submittals of shop drawings, material submittals, and other submittals required by the contract documents. The documents will be returned within ten (10) business days of receipt. Larger or more complex RFIs may require longer review times, and the successful Proposer will be required to notify PWB within five (5) days of submittal receipt if and how much additional time will be required.

- 4) Construction Change Directives – The successful Proposer will review and input to PWB regarding potential changes directives (PCDs). If Requested for Proposals (RFP) for work considered beyond the GMP.
- 5) Engineering Observation – The successful Proposer will provide an engineer's representative on-site construction at sufficient times to allow the Engineer of Record (EOR) to certify the project has been constructed in general conformance with the contract documents with the Record Drawings at the end of construction.
- 6) Survey Support – The successful Proposer will survey support providing grade checks on the Construction Contractor at critical locations.
- 7) Record Drawings – Based on data furnished by the Construction Contractor, the successful Proposer will be required to prepare as-built drawings in MicroStation conforming to PWB standards. An initial set of record drawings will be provided in PDF format for PWB review. Final Record Drawings will include one (1) original and twelve (12) copies (1/2 sized plan sets), one (1) full size set of plans on Mylar, plus one (1) compiled electronic version (PDF), as well as one electronic copy (DGN) with all models and reference files for all record drawings.
- 8) Claim Support – The successful Proposer will provide an engineer's representative on-site construction at sufficient times to allow the EOR to certify the project has been constructed in general conformance with the contract documents with the Record Drawings at the end of construction.

Primary Deliverables

- Review of meeting agenda and notes for the pre-construction meeting
- Review of meeting agenda and notes for weekly meetings
- RFC and RFI responses
- Submittal and shop drawings responses
- Monthly RFI and Submittal tracking and status report
- Responses to PCDs
- Responses to RFPs
- Preliminary and Final As-Built Drawings and Specifications
- Payment Request Review
- Engineer of Record Observation Reports

Work Performed by PWB

- Full time inspections
- Survey grade reports
- Full time inspections
- Schedule the meeting location and time
- Create agenda, meeting notes and run the meeting.

- Track and issue Change Directives with Construction Contractor
- Coordination and review of survey data

2. SUSTAINABLE PROCUREMENT REQUIREMENTS

a. Concrete Environmental Product Declarations (Concrete EPDs)

For all concrete mix designs specified for the project at a volume of 50 cubic yards or more, a product-specific Type III Environmental Product Declaration (EPD) that is third-party verified and within its 5-year period of validity for that specific concrete mix design is required to be submitted to the City. EPDs shall be submitted to the Bureau of Environmental Services' Materials Testing Lab at concreteEPD@portlandoregon.gov along with the other required mix design information.

b. Low Global Warming Potential (GWP) Concrete Mixes

The consultant is encouraged work with the City in identifying low GWP concrete mixes that will meet applicable performance requirements for the project. Mix-specific GWP data shall be obtained from mix-specific concrete EPDs as defined above. A low GWP is defined in relation to more typical mix alternatives that also meet the performance requirements. If a low GWP concrete mix is identified and approved for a project, the consultant shall submit to the Bureau of Environmental Services' Materials Testing Lab (at concreteEPD@portlandoregon.gov) a narrative regarding the workability of the low GWP concrete mix such as set times, strength gain, finish-ability, and any other considerations that characterize the mix's impacts to the project schedule and cost. The narrative shall be submitted within 90 days of the low GWP mix first being used on the project.

3. WORK PERFORMED BY THE CITY / OTHERS

The City has assigned a Project Manager to oversee the successful Proposer's work and provide support as needed.

The term "City business day" means any day other than a Saturday, Sunday, or a legal holiday of the City of Portland.

4. PROJECT REVIEWS

On a day-to-day basis, the progress of the work will be managed by the Design Project Manager and PWB Project Manager in collaboration with the Program. The successful Proposer will be expected and required to provide assistance in managing the review of deliverables from the construction contractor as part of Project progress. In order to provide timely resolution of conflicts, the project also has an Executive Committee to provide oversight made up of senior PWB management members. The successful Proposer will be required to support the City personnel with information, data, and presentations as required during committee meetings or as needed in similar venues.

5. DELIVERABLES AND SCHEDULE

Deliverables will be considered those tangible resulting work products that are to be delivered to the City such as reports, draft documents, data, interim findings, drawings, schematics, training, meeting presentations, final drawings, and reports. Unless otherwise specified by the City, the successful Proposer will prioritize submitting applicable deliverables electronically, and any paper-based deliverables will be printed double-sided and in bindings or report covers that are fully recyclable, preferably using materials containing post-consumer waste (PCW) recycled content.

All deliverables and resulting work products from this contract will become the property of the City of Portland. As such, the successful Consultant and any of their subconsultants grant the City the right to copy and distribute (in any and all media and formats) project deliverables for regulatory, project certification/recognition, program development, public education, and/or for any purposes at the sole discretion of the City of Portland.

6. PLACE OF PERFORMANCE

Contract performance will take place primarily at the successful Proposer's facility. On occasion and as appropriate, work will be performed at City facilities, a third-party location, or any combination thereof.

7. PERIOD OF PERFORMANCE

The City anticipates having the successful Proposer begin work immediately upon contract execution. Submittal of final design deliverables to the City would occur no later than November 2022 and substantial completion of construction phase not later than May 2025 with final construction ending September 2026. Some design phasing or earlier work packages may be needed in advance of these dates to accommodate potentially lengthy permitting timelines.

Proposals containing earlier completion of the deliverables are acceptable and encouraged.

8. ACH PAYMENTS

It is the City's policy to pay its vendor invoices via electronic funds transfers through the automated clearing house (ACH) network. To initiate payment of invoices, vendors shall execute the City's standard ACH Vendor Payment Authorization Agreement which is available on the City's website at: <https://www.portlandoregon.gov/brfs/45475>. Upon verification of the data provided, the Payment Authorization Agreement will authorize the City to deposit payment for services rendered directly into vendor accounts with financial institutions. All payments shall be in United States currency.

9. PUBLIC SAFETY

Public safety may require limiting access to public work sites, public facilities, and public offices, sometimes without advance notice. The Proposer is required to anticipate delays in such places and include the cost of delay in the proposed cost. The successful Proposer's employees and agents will be required to carry sufficient identification to show by whom they are employed and display it upon request to security personnel. City project managers have discretion to require the successful Proposer's employees and agents to be escorted to and from any public office, facility, or work site if national or local security appears to require it. Physical access to buildings, property, and computer, or communication equipment owned, occupied, or provided by the City for the duration of the proposed project require an access agreement that will be provided to the successful Consultant by the City's Project Manager.

10. BUSINESS COMPLIANCE

The successful Proposer(s) must be in compliance with the laws regarding conducting business in the City of Portland before an award may be made. The Proposer is responsible for the following:

Certification as an Equal Employment Opportunity (EEO) Affirmative Action Employer

The successful Proposer(s) must be certified as Equal Employment Opportunity Employers as prescribed by Chapter 5.33.076 of the Code of the City of Portland prior to contract award. To certify go to the website at: <https://procure.portlandoregon.gov>.

Non-Discrimination in Employee Benefits (EB)

The successful Proposer(s) must be in compliance with the City's Equal Benefits Program as prescribed by Chapter 5.33.077 of the Code of the City of Portland prior to contract award. To certify go to the website at: <https://procure.portlandoregon.gov>.

Business Tax Registration

The successful Proposer(s) must be in compliance with the City of Portland Business Tax registration requirements as prescribed by Chapter 7.02 of the Code of the City of Portland prior to contract award. Details of compliance requirements are available from the Revenue Bureau Tax Division, 111 SW Columbia Street, Suite 600, Portland, Oregon 97201, (503) 823-5157, website: <http://www.portlandoregon.gov/revenue/29320>.

11. INSURANCE

The successful Proposer(s) shall obtain and maintain in full force, and at its own expense, throughout the duration of the contract and any warranty or extension periods, the required insurances identified below. The City reserves the right to require additional insurance coverage as required by statutory or legal changes to the maximum liability that may be imposed on Oregon cities during the term of the contract. Successful Proposer shall be able to provide evidence that any or all subconsultants performing work or providing goods or services under the contract have the same types and

amounts of insurance coverage as required herein or that the subconsultant is included under the successful Proposer's policy.

Workers' Compensation Insurance: Successful Proposer shall comply with the workers' compensation law, ORS Chapter 656 and as it may be amended. Unless exempt under ORS Chapter 656, The successful Proposer and any/all subconsultants shall maintain coverage for all subject workers for the entire term of the contract including any contract extensions.

Commercial General Liability Insurance: Successful Proposer shall have Commercial General Liability (CGL) insurance covering bodily injury, personal injury, property damage, including coverage for independent successful Proposer's protection (required if any work will be subcontracted), premises/operations, contractual liability, products and completed operations, in per occurrence limit of not less than \$2,000,000, and aggregate limit of not less than \$4,000,000.

Automobile Liability Insurance: Successful Proposer shall have automobile liability insurance with coverage of not less than \$2,000,000 each accident, and an umbrella or excess liability coverage of \$4,000,000. The insurance shall include coverage for any auto or all owned, scheduled, hired and non-owned auto. This coverage may be combined with the commercial general liability insurance policy.

Professional Liability & Errors & Omissions Insurance: Successful Proposer shall have Professional Liability and/or Errors & Omissions insurance to cover damages caused by negligent acts, errors or omissions related to the professional services, and performance of duties and responsibilities of the successful Proposer under this contract in an amount with a combined single limit of not less than \$3,000,000 per occurrence and aggregate of \$5,000,000 for all claims per occurrence. In lieu of an occurrence-based policy, successful Proposer may have claims-made policy in an amount not less than \$3,000,000 per claim and \$5,000,000 annual aggregate, if the successful Proposer obtains an extended reporting period or tail coverage for not less than three (3) years following the termination or expiration of the Contract.

Additional Insurance: Any insurance required by Federal Law or State Statute or City Code; such as Bailees Insurance, Maritime Coverage, or other coverage(s).

Additional Insured Endorsement: The liability insurance coverage, except Professional Liability, Errors and Omissions, or Workers' Compensation, shall be without prejudice to coverage otherwise existing, and shall name the City of Portland and its bureaus/divisions, officers, agents and employees as Additional Insureds, with respect to the successful Proposer's activities to be performed, or products or services to be provided. Coverage shall be primary and non-contributory with any other insurance and self-insurance. Notwithstanding the naming of additional insureds, the insurance shall protect each additional insured in the same manner as though a separate policy had been issued to each, but nothing herein shall operate to increase the insurer's liability as set forth elsewhere in the policy beyond the amount or amounts for which the insurer would have been liable if only one person or interest had been named as insured.

Continuous Coverage & Notice of Cancellation: The successful Proposer agrees to maintain continuous, uninterrupted coverage for the duration of the Contract. There shall be no termination, cancellation, material change, potential exhaustion of aggregate limits, or non-renewal of coverage without thirty (30) days written notice from successful Proposer to the City. If the insurance is canceled or terminated prior to completion of the Contract, successful Proposer shall immediately notify the City and provide a new policy with the same terms. Any failure to comply with this clause shall constitute a material breach of Contract and shall be grounds for immediate termination of this Contract.

Certificate(s) of Insurance: Successful Proposer shall provide proof of insurance through acceptable certificate(s) of insurance and additional insured endorsement forms(s) to the City prior to the award of the Contract if required by the procurement documents (e.g., request for proposal), or at execution of Contract and prior to any commencement of work or delivery of goods or services under the Contract. The Certificate(s) will specify all of the parties who are endorsed on the policy as Additional Insureds (or Loss Payees). The insurance coverage required under this Contract shall be obtained from insurance companies acceptable to the City of Portland. The successful Proposer shall pay for all

deductibles and premium. The City reserves the right to require, at any time, complete, certified copies of required insurance policies, including endorsements evidencing the coverage required.

SECTION C PROJECT PROVISIONS

1. SAMPLE CONTRACT

The Professional, Technical, and Expert Services Contract is the City's standard contract and will be used as a result of this selection process. A sample contract is attached as Exhibit C.

2. PROJECT DATA

The following documents are available to all Proposers until the final mandatory submission date of this QBS-RFP. **The documents will be in PDF format on a USB flash drive and will only be distributed at the MANDATORY pre-submittal meeting.**

- A. Draft Project Schedule
- B. Brown and Caldwell Scope of Work for Program Management Support Services
- C. Stantec Scope of Work for Filtration Project
- D. Program Schedule Guidelines
- E. Geotechnical Data Report

The Proposer's designated representative obtaining a copy of the above documents will be required to sign the **Confidentiality Form, attached as Exhibit B, in order to release the copy.** Under no circumstances will the USB flash drives be distributed without a potential Proposer first signing a confidentiality form. All USB flash drive's must be returned to PWB by the proposal due date whether a Proposer is submitting a bid or not. USB flash drive must be returned by mail or in person to **Kenneth Ackerman** at the following address:

Mailing Address and Physical Address through February 20, 2020

Portland Water Bureau
1120 SW 5th Avenue, 5th Floor
Portland, OR 97204

Physical Address through February 24, 2020

400 SW 6th Avenue, 4th floor
Portland, OR 97204

3. ATTACHMENTS

- Exhibit A PTE Participation Disclosure Form 1
- Exhibit B Confidentiality Form
- Exhibit C Sample Contract

Appendix A, Detailed schedule
Appendix B, BC's current Scope of Work
Appendix C, Stantec's current Scope of Work
Appendix D, Draft Geotechnical Data Report
Appendix E, Draft Designer Schedule Guidelines
Appendix F, Draft Table of Program Team Technical Documents
Appendix G, Draft Permit Tracking Matrix
Appendix H, Bull Run Treatment Program CAD and BIM Standards
Appendix I, PWB E3 Work Flow Process
Appendix J, Draft WIFIA Specification Package and Bid Contract Language

PART II PROPOSAL PREPARATION AND SUBMITTAL

SECTION A PRE-SUBMITTAL MEETING/CLARIFICATION

1. PRE-SUBMITTAL MEETING

A pre-submittal meeting is scheduled for this Request for Proposal on February 6, 2020 at 1:30 pm at 1120 SW 5th Avenue, Room 201 Portland, OR.

This is a mandatory meeting; therefore, all Proposers are required to attend if they intend to submit a proposal. Proposals received from Proposers who do not attend will not be considered. Proposers wishing to attend the mandatory pre-bid must RSVP with Kenneth Ackerman at: Kenneth.Ackerman@portlandoregon.gov

2. QBS-RFP CLARIFICATION

Questions and requests for clarification regarding this Request for Proposal must be directed in writing, via email to the person listed below. **The deadline for submitting such questions/clarifications is seven (7) days prior to the proposal due date.** An addendum will be issued no later than 72 hours prior to the proposal due date to all recorded holders of the QBS-RFP if a substantive clarification is in order.

Valentine Hellman, Procurement Supervisor

City of Portland Procurement Services

E-mail: Valentine.Hellman@portlandoregon.gov

SECTION B PROPOSAL SUBMISSION

1. PROPOSALS DUE

Electronic proposals must be received no later than the date and time, and at the location, specified on the cover of this solicitation. It is the Proposer's responsibility to ensure that proposals are received prior to the specified closing date and time, and at the location specified. Proposals received after the specified closing date and/or time shall not be considered. The City shall not be responsible for the proper identification and handling of any proposals submitted to an incorrect location.

2. PROPOSAL

Proposals must be clear, succinct and **not exceed forty [40] pages. Proposal pages must be 8-1/2" x 11" with a minimum font size of eleven (11), however, spreadsheets, pictures, diagrams and organization charts may be placed on 11" x 17" sheets and will be considered one page each in the overall page count.** Section dividers, title page, table of contents, cover letter, and the PTE Participation Disclosure Form 1 do not count in the overall page count of the proposal. Proposers who submit more than the pages indicated may not have the additional pages of the proposal read or considered.

Color is acceptable, but content should not be lost if black-and-white printing or copying is required. All submittals will be evaluated on the completeness and quality of the content. Only those Proposers providing complete information as required will be considered for evaluation. The ability to follow these instructions demonstrates attention to detail.

3. PROPOSAL SUBMISSION

For purposes of this proposal submission, the Proposer will submit: **their proposal and all separately attached documents and responses in PDF, or MS Word format** through the City's Online Procurement Center (BuySpeed) at: <https://procure.portlandoregon.gov/>

a. Online proposal submission procedure

Disclaimer: The following instructions are provided as a guideline to Proposers submitting proposals online through BuySpeed. These instructions are advice only and the City does not warrant that following these instructions will guarantee that a Proposer's proposal is submitted correctly. Proposers

bear complete and total responsibility for ensuring their proposal is properly submitted and received on time.

Instructions:

1. If you haven't already, register or complete the registration process in BuySpeed.
2. Log in to BuySpeed, go to the "Bids" tab.
3. Find the "Bid" (RFPs and all Solicitations and Notices in BuySpeed are called "Bids") your firm wishes to propose on. See the "Open Bids" section.
4. Click the "Create Quote" link. (All proposals and bids are considered "Quotes" in BuySpeed)
5. Click Yes or No depending on if you want to be on the Bidder's List.
6. In the "General" Tab, click "Save & Continue" (You will see a validation Error, this is normal, and will be corrected later)
7. Go to the "Items" tab, **enter in a value of 1.00 dollar in the pricing box of the first line item. Make sure that "No Bid" box is unchecked for each line items. Do not enter any pricing or other data in the other item boxes, only enter 1.00 dollar in the first line item in the items tab.**
8. Click "Save & Continue"
9. Skip the "Questions", "Subcontractors", and "Notes" tabs
10. Go to the "Terms and Conditions" Tab. Check "Yes".
11. Click "Save & Continue"
12. Go to the "Attachments" tab. Click "Add File".
13. In the Add File screen click "Browse". Find the file you wish to attach and upload it to our system. **If your Proposal is confidential or contains confidential information check the "Confidential" box.**
14. Click "Save & Exit".
15. Repeat steps 12-14 to upload any additional documents
16. Go to the "Summary" tab. Review the summary information.
17. Click "Submit Quote", confirm submission by clicking "OK" when prompted.

The entire proposal must be attached and properly submitted through the City's Online Procurement Center **before** the time and date specified on the cover page of this QBS-RFP. Proposers are advised to allow extra time prior to the closing date and time to create a "Quote" and upload their proposal documents into BuySpeed.

b. Confidential Information: additional "redacted copy" of proposal required

If the Proposer requests redactions to their proposal in accordance with the language below, the Proposer shall also submit one (1) additional "non-confidential" copy of the proposal in unprotected MS Word format with the requested redactions. If no redactions are requested in a proposal, please state that clearly in the Cover Letter.

REDACTION FOR PUBLIC RECORDS: Any portion of a proposal that the proposer claims as exempt from disclosure must meet the requirements of ORS 192.501(2), ORS 192.502(4) and/or ORS 646.461 et seq. **Proposers are required to submit a redacted copy of their proposal and all attachments.** "Redaction" means the careful editing of a document to obscure confidential references; a revised or edited document thereby obscuring the exempt information but otherwise leaving the formatted document fully intact. **The redacted copy must be a complete copy of the submitted proposal, in which all information the Proposer deems to be exempt from public disclosure has been identified.**

When preparing a redaction of your proposal submission, a proposer must plainly mark the redactions by obscuring the specific areas your firm asserts are exempt from public disclosure. In addition, a summary page identifying the pages where redactions occur shall be included with the proposal submission (summary is not included in page limitations). **If a proposer fails to submit a redacted copy of their proposal as required, the City may release the proposer's original proposal without redaction.** If the entire proposal is marked as constituting a "trade secret" or being "confidential", at the City's sole discretion, such a proposal may be rejected as non-responsive.

Unless expressly provided otherwise in this QBS-RFP or in a separate written communication, the City does not agree to withhold from public disclosure any information submitted in confidence by a proposer unless the information is otherwise exempt under Oregon law. The City agrees not to disclose proposals until the City has completed its evaluation of all proposals and publicly announces the results.

Please refer to the GENERAL INSTRUCTIONS AND CONDITIONS for more information about confidential information within public records.

BUREAU'S REQUIREMENTS FOR CONFIDENTIALITY AND NON-DISCLOSURE: All deliverables under the Contract awarded for the Project are considered confidential until and unless determined otherwise by the Water Bureau. Final decisions about what is or is not confidential will be made by the Water Bureau Chief Engineer and the Water Bureau Operations Director.

The successful Proposer will be required to acknowledge that it and its employees, subconsultants or agents may, in the course of performing the Services under the Contract, be exposed to or acquire information that is confidential to the Water Bureau or bureau's clients. Any and all information of any form obtained by successful Proposer or its employees or agents in the performance of the Contract will be deemed to be confidential information of the Water Bureau ("Confidential Information").

Non-Disclosure. The successful Proposer will be required to hold Confidential Information in strict confidence, using at least the same degree of care that successful Proposer uses in maintaining the confidentiality of its own confidential information, and not to copy, reproduce, sell, assign, license, market, transfer or otherwise dispose of, give, or disclose. The successful Proposer and its employees, subconsultants or agents will be required to sign a Confidentiality/Non-Disclosure Agreement when required and directed by the Water Bureau's Project Manager. The bureau's Project Manager will maintain signed Confidentiality/Non-Disclosure Agreements in the Project file for record.

4. PROPOSED COST INFORMATION

When Proposer submits their proposal, Proposers are required to submit the Proposer's proposed costs to complete services in MS Word or Excel format. The cost information requested WILL NOT be used as part of the evaluation process but is requested solely to enable a prompt beginning to the contract negotiation process. Information must include the following:

- 1) Billing Rate information for Key Members. Billing rate information must include all Key Member names, their classification and hourly billing rate for the key member that will be used under the contract (including key member subconsultants).
- 2) Billing rate information for other staff assigned to Project. Billing rate information for other Proposer's staff must include the name, classification and hourly billing rate for each employee that may be used under the contract (including subconsultants).
- 3) Cost Proposal Table. The successful Proposer will provide a cost table that reflects the Key Member/Classification assigned per Task and other personnel classifications that provides the proposed hours to complete each Task (including subconsultants); and any reimbursable(s).

After the Notice of Intent to Negotiate and Award has been issued, Proposed Cost Information from the successful Proposer(s) will be opened and reviewed by the City. Proposed Cost Information from all unsuccessful Proposers will remain unopened and not provided to bureaus.

The City has authorized an annual Cost of Living or Inflation adjustment to the proposed rates that may not exceed 2%, with no increases available in the first year of the contract. The first annual rate increase is estimated to be October 2021.

Additional information. The main points regarding budget management for the contract are: The overall contract will reflect a not-to exceed contract amount.

Any changes to the contract must be submitted in writing as a request to the City by the successful Proposer(s). All changes will require written approval through a formal amendment to the contract and must include the City's approving authority's signature(s) and the successful Proposer's approving authority's signature prior to any change.

Compensation for the successful Proposer's subconsultants will be limited to the same restrictions imposed on the successful Proposer. The maximum markup on subconsultant services will not exceed 5% for the total term of the contract. Direct Expenses will be billed at cost without mark-up. Allowable subconsultant services can only be marked-up once. For example, the successful Proposer is not allowed to mark-up on a second-tier subconsultant's allowable expenses if it has already been marked-up by the successful Proposer's subconsultant. Mark-up is not allowable when using intergovernmental resources to complete work and will not be accepted.

Reimbursable(s). Proposers are required to include a separate reimbursable line item in their cost proposal, this includes any travel allowances required. There will be no increases to any reimbursable(s) during the term of the awarded contract. The following costs shall be reimbursed without any mark-up: preapproved travel, including mileage and only travel beyond a 100-mile radius of Portland when specifically required by the Contract will be reimbursed; daily per diem during travel and while to conduct work specifically associated to the awarded contract; document reproduction directly attributable to the awarded contract; preapproved food and non-alcoholic beverages only associated to Project meetings and directly attributable to the contract; preapproved information technology equipment including computers, printers, and related equipment purchased by the successful Proposer specifically for the awarded contract; and other preapproved reimbursable direct costs directly attributable to the contract. There will be no increase to any reimbursable(s) during the term of the awarded contract. The successful Proposer must include a separate reimbursable line item on all submitted invoice(s) each month for applicable charges with supporting documentation. This will include any pre-approved travel and meals, while on approved travel.

Travel. It is the policy of the City that all travel shall be allowed only when the travel is essential to the normal discharge of the successful Proposer's responsibilities under the awarded contract. All travel must be for official City business only. All travel and lodging must be conducted in the **most efficient and cost-effective manner**.

Reimbursable direct costs include preapproved travel beyond a 100-mile radius of Portland. Travel will be reimbursed as follows:

- Airfare: Itemized receipts are required, and reimbursement is based on actual expenses incurred. All successful Proposer's employees, subconsultants, and representatives must fly "coach class" unless the successful Proposer personally pays the difference. One checked bag fee is permitted per flight.
- Rail Travel: Receipts are required, and reimbursement is based on actual expenses incurred. All successful Proposer's employees, subconsultants, and representatives must travel by "coach class" unless successful Proposer personally pays the difference. For overnight rail trips, reimbursement for sleeper accommodations is limited to one roomette per person. Bedrooms are allowed only when roomettes are not available, and successful Proposer must provide proof of no availability. Any upgraded travel requires successful Proposer to personally pay the difference.
- Car rentals: Itemized receipts are required, and reimbursement is based on actual expenses incurred. All Proposer's employees, subconsultants, and representatives will be limited to economy or compact-sized rental vehicles, unless there are three or more persons on official City business. The successful Proposer must pay the difference otherwise.
- Taxis/Ride-sharing Services/Mass Transit/Parking/Tolls/Gas: Receipts are required, and reimbursement is based on actual expenses incurred. Reimbursable tips are limited to 15%. Use of mass transit is strongly encouraged.
- Private Vehicle Usage: This is not authorized under the Contract. No gas expenses will be reimbursed for private vehicle usage under the awarded Contract.

- Meals: Receipts are not required (but must be made available upon request or for an audit) and reimbursement is based on the U.S. General Services Administration's (GSA) Meal and Incidental Expenses (M&IE) rate and guidelines per the travel year and destination – <https://www.gsa.gov/travel/plan-book/per-diem-rates>.
- Lodging: Receipts are required, and reimbursement is based on GSA rates for the month and destination – <https://www.gsa.gov/travel/plan-book/per-diem-rates>. **Expenses beyond the allowable GSA rates will NOT be reimbursed.**

It is the responsibility of the successful Proposer to request and maintain in their possession itemized receipts for air, lodging, ground transportation, and registration fee (if any) expenses. Under no circumstance will the City reimburse the aforementioned expenses without a receipt. All travel must be pre-approved in writing by the Water Bureau's Project Manager with the successful Proposer providing an estimated total cost of the travel. Reimbursements for travel shall include itemized receipts AND a summary page with the following information: employee name, travel purpose, travel to/from locations, dates of travel, and list of expenditures for airfare, lodging, ground transportation, registration fee, and daily per diem requested. Daily per diem must be listed per day to reflect the amount charged per day minus any deductions for provided meals.

When submitting invoices, the successful Proposer will be required to include supporting documentation they have received from the Water Bureau's Project Manager authorizing travel/meals along with all travel and meal receipts. The Water Bureau will not pay successful Proposer or their subconsultants for overnight or extended parking costs.

Preapproval of Travel/Meals. All travel and meals must be preapproved by the Water Bureau's Project Manager in writing. The successful Proposer is required to notify the Water Bureau's Project Manager regarding all travel they anticipate, including any travel beyond a 100-mile radius of Portland and indicate why this travel would be necessary. When requesting authorization for travel and meals, the successful Proposer shall include the estimated date/times when key personnel, either employed with the successful Proposer or as a subconsultant on the awarded contract, will be required to travel and how this is associated with the contract as well as indicate the location and estimated costs for that travel. The successful Proposer must include the purpose and reason why a local member would not be available to perform the work and why an alternate communication method could not be used. The successful Proposer must provide the preapproved email or letter that authorized travel when submitting their monthly invoice for review and approval.

Food and/or non-alcoholic beverages. Food and/or beverages may be provided to participants at training sessions, meetings or conferences that are allowable activities and have been preapproved by the Water Bureau's Project Manager in writing. In addition, the agenda, list of participants and approval from the Water Bureau's Project Manager must be included as an attachment to the monthly invoice submitted for the scheduled event. Expenses incurred for food and/or beverages provided at training sessions, meetings, or conferences must satisfy the following three (3) tests:

- Test 1: The cost of the food and/or beverages provided is considered to a reasonable in cost.*
- Test 2: The food and/or beverages provided are incidental to a work-related event.
- Test 3: The food and/or beverages provided are not related directly to amusement and/or social events.

Any event where alcohol is being served is considered a social event and, therefore, costs associated with that event are not allowable. *Reasonable in cost is defined as a price that is consistent with what a reasonable person would pay in the same or similar circumstances for the same business or for the same or similar item.

The successful Proposer and their subconsultants are required to adhere to the following applicable definitions for food and beverages:

- Food and/or beverages retain their common meanings.
- Food and/or beverages are considered in the context of formal meals and in the context of refreshments served at short, intermittent breaks during an activity that supports the Project under the awarded contract between the successful Proposer and the Water Bureau.
- Beverages do not include alcoholic drinks.

Gratuity. Gratuity for food, transportation, and other allowable expenses will be reimbursed at the maximum rate of 15%. Any additional tipping beyond 15% will be paid by the successful Proposer. Personal expenditures or expenditures not related to the awarded contract are not eligible for reimbursement.

Payments. Compensation to the successful Proposer will be based on invoices, electronic monthly utilization reports and monthly progress reports completed for work and submitted to the City, which will document completion of task/subtask and provide detailed documentation of work task activity by the successful Proposer (including subconsultants). The successful Proposer will be required to follow Generally Accepted Accounting Principles (GAAP). Personal expenditures or expenditures not related to the contract are not eligible for reimbursement.

5. COST OF RESPONDING

All costs incurred by the Proposer in preparation of proposals to this solicitation, including presentations to the City and/or for participation in an interview shall be borne solely by the Proposer; the City shall not be liable for any of these costs. At no time will the City provide reimbursement for submission of a proposal unless so stated herein.

6. ORGANIZATION OF PROPOSAL

Proposers must provide all information as requested in this Request for Proposal (QBS-RFP). Proposals must follow the format outlined in this QBS-RFP. Additional materials in other formats or pages beyond the stated page limit(s) may not be considered. The City may reject as non-responsive, at its sole discretion, any proposal or any part thereof, which is incomplete, inadequate in its response, or departs in any substantive way from the required format. Proposals shall be organized in the following manner:

1. Cover Letter
2. Project Team
3. Proposer's Capabilities
4. Project Approach and Understanding
5. Corporate Responsibility
6. Supporting Information
7. A completed PTE Participation Disclosure Form 1 (refer to Part II.C.5)
8. Proposed Cost Information

SECTION C EVALUATION CRITERIA

1. COVER LETTER

By submitting a proposal, the Proposer is accepting the General Instructions and Conditions of this Request for Proposal (reference second page of the QBS-RFP), the stated insurance coverage and limitations, and the Standard Contract Provisions of the Professional, Technical, and Expert Services contract. Any exceptions to the requirements or requests for waivers MUST be included in the proposal Cover Letter or they will not be considered.

- The Cover Letter must include the following:
 - QBS-RFP number and project title
 - Full legal name of proposing business entity
 - Structure or type of business entity
 - Name(s) of the person(s) authorized to represent the Proposer in any negotiations
 - Name(s) of the person(s) authorized to sign any contract that may result
 - Contact person's name, mailing or street addresses, phone and fax numbers and email address
 - Statement that no redactions are requested, if applicable

A legal representative of the Proposer, authorized to bind the Proposer in contractual matters must sign the Cover Letter.

If your firm has a current City of Portland Business Tax registration, has completed the City's Equal Employment Opportunity (EEO) and Equal Benefits (EB) certifications online, include in the Cover Letter your firm's City of Portland Business Tax number and a statement that your firm's EEO and Equal Benefits certifications are complete.

2. PROJECT TEAM

Proposals must include and describe the project team, the team's capabilities, and how the team's qualifications and experience relate to this specific project. Proposers will introduce their Project Team including the project principal, project manager, key staff, and subconsultant staff. Proposers must have team members that have collective expertise **in large diameter pipeline design and support services, including but not limited to**, hydraulics and modeling, interties, cathodic protection systems, tunneling and trenchless technologies, geologic hazards and geotechnical engineering, seismic design, cost estimating, construction staging, security features, water quality, project management using VDC practices, supporting Water Infrastructure Finance and Innovation Act (WIFIA) funding requirements (such as NEPA), and other support services.

For each design phase milestone, the successful Proposer(s) will provide a quality control (QC) and independent technical review (ITR). The QC and ITR team will be familiar with this type of Project, but not involved with design of this Project. Resumes for the team members who will participate in the design milestone review must be included in the Project Team section of the Project DQMP and must specifically state their role for these reviews. This section will provide a basis for judging how well the team's qualification, experience, and time allocation relate to this Project.

Please provide the following:

- Approximate number of people to be assigned to the Project.
- Extent of company's principal member's involvement.
- Names of key personnel who will be performing the work on this project, and:
 - their roles and responsibilities on this project
 - current assignments, location and expected duration
 - directly relevant experience on similar or related projects and their roles (e.g., design engineer, project manager, Supervisor)
 - unique qualifications
 - demonstrated performance record of key personnel
 - percentage of their time that will be devoted to this project over the life of the project
- Provide a professional resume for each key personnel, including key personnel of any Subconsultant(s) proposed to be assigned to the project. Resumes must include educational background, professional development, and demonstrate that the individual(s) meets the qualification and experience requirements for performing the work outlined in this QBS RFP.
- Proposals must identify a proposed project manager who would be responsible for the day-to-day management of Project tasks and would be the primary point of contact with your team. Describe the project manager's experience with similar projects and with managing and leading interdisciplinary teams. List other projects the proposed project manager is currently assigned to.
- Key team member qualifications and experience on similar or related projects:
 - qualifications and relevant experience of key team members (prime consultant & subconsultants if any) This should include previous experience working with other proposed team members (if any), and other information that would be helpful in characterizing the key personnel's contributions to a team environment.
 - Describe directly relevant experience on similar or related projects, of key personnel who will be performing the work on this project. This should include area of expertise and years of experience in relevant roles, and other information that would be helpful in demonstrating depth of knowledge.

3. PROPOSER'S CAPABILITIES

The Proposer will describe their firm-wide capabilities. This section of the proposal will provide a basis for judging how well the Proposer's qualifications and experience relate to this project. Please provide information on the following:

- Describe your firm's legal structure, areas of expertise, length of time in business, number of employees, and other information that would be helpful in characterizing the firm. Provide the same information for any subconsultants to be utilized on the project.
- Provide the address of the firm's home office and the address of the office that will manage the project, if applicable.
- Describe similar projects performed within the last fifteen (15) years, which best characterize firm's capabilities, key personnel's capabilities, work quality, cost control, and access to sufficient resources to successfully complete the Project on schedule.
- For each project mentioned, include the name, address and phone number of a person who can be contacted regarding your performance on the project. When submitting projects for which your firm worked in an auxiliary capacity or in a joint venture or partnership, include the name of the lead firm.
- Describe similar projects with other government agencies.
- Describe firm's resources available to perform the work for the duration of the project and other on-going projects.
- Describe how the firm works to ensure robust, long-term team commitment with low turnover.
- Describe firm's internal procedures and/or policies associated or related to work quality and cost control.
- Describe firm's management and organizational capabilities.
- Describe or provide a detailed description of firm's approach to overall management and integration of all activities required by the scope of work, including the management objectives and techniques that demonstrate how the work requirements will be met.
- Include organizational charts and a statement regarding lines of authority and responsibility.
- Describe steps the Proposer will take to respond promptly to changes to the scope and other challenges to ensure project schedule is met.
- Describe firm's experience with using VDC including BIM, Primavera P6, and Bentley tools to visualize and contextualize project information, budget and schedule.

4. PROJECT APPROACH AND UNDERSTANDING

The Proposer's approach and understanding of the project are important aspects of the QBS-RFP process. The Proposers should provide a clear and concise understanding of the project by describing and clarifying any major issues based upon project information provided in this QBS-RFP, including attachment materials identified in Part I, Section C.

For each phase of work, the project approach should:

- Summarize your firm's overall solution to this project.
- Describe the proposed work tasks and activities and provide a narrative description of how the firm proposes to execute the tasks during each phase of the project.
- Describe the methods your firm will utilize to assess the seismic, landslide, and other potential hazard loading to the pipeline, and how your firm plans on proving the pipeline design that can resistant this hazard loading.
- Identify the team members who will work on each task, their roles, and responsibilities.
- Identify the time frame estimated to complete each task.
- Describe the proposed work products that will result from each task or activity.
- Identify points of input and review with City staff.
- Based on your firm's expertise and experience with similar projects, demonstrate how your firm will effectively complete the proposed project in the time frames outlined.
- Describe how your firm will proactively respond to project or staffing challenges before they put the schedule at risk, including demonstrating depth of experienced project management and design staff available to support the project.
- Describe your firm's approach to ensuring consistent performance over a long duration project.
- Describe any additional required permitting beyond what is listed in the Permitting Matrix.

5. CORPORATE RESPONSIBILITY

Through the adoption of The Portland Plan, the Social Equity Contracting Strategy and Sustainable Procurement Policy, the Portland City Council has shown its commitment to contracting with socially and environmentally responsible businesses. The City values and supports diversity and is dedicated to advancing equity in public contracting by increasing opportunities for COBID certified Disadvantaged Business, Minority Owned, Women Owned, Emerging Small Business and Service-Disabled Veteran Business enterprises (COBID Certified).

The Social Equity Contracting Strategy promotes COBID Certified economic growth and encourages partnering and mentoring between large and small COBID Certified firms on City PTE contracts. Therefore, the City has established an overall aspirational goal of 20% in awarding PTE subconsultant contracts to State of Oregon certified COBID Certified firms. Proposing firms are encouraged to use the State's Certification Office for Business Inclusion and Diversity (COBID) website (<https://oregon4biz.diversitysoftware.com/FrontEnd/VendorSearchPublic.asp>) for identifying potential COBID Certified subconsultants.

All Proposers shall address the following in their proposals:

a. State of Oregon Certification

- Please indicate in your Cover Letter whether your firm is currently certified in the State of Oregon as a DBE, MBE, WBE, ESB or SDV.

b. Disadvantaged, Minority, Women, Emerging Small Business and Service-Disabled Veteran Business Subcontracting

- A PTE Participation Disclosure Statement (Form 1) is a required submission for this project. Please include in the Form all scopes of work being performed, the estimated percentage of the total contract amount, the firm name, and the COBID certification of the firm performing the work.
- Points will be awarded based on estimated percentages of work listed which will be given to COBID Certified subconsultants. The listed percentages will be converted to dollar amounts during contract negotiations and those amounts along with the specific firms must flow through to the final contract.
- Meeting the aspirational goal of 20% will be awarded 50% of the available points for this criteria. Additional points will be awarded based on a mathematical calculation for utilization exceeding the goal or deducted based on the same formula for utilization not meeting the goal.
- COBID Certified Subcontracting Evaluation Formula:
The Utilization % ÷ 40% x 11 points = the Score
Example: if the Utilization % = 20%, then the Score would be: (20% ÷ 40% x 11 points) = 5 points
Note - Proposed Utilization % includes COBID Certified utilization at only the Subconsultant level.

***Note: Failure to submit Form 1 with your proposal may result in the proposal being found non-responsive and may be rejected.**

c. Workforce Diversity and Community Involvement

- Describe your firm's workforce demographics and any measurable steps taken to ensure a diverse internal workforce (e.g., women and people of color).
- How do you approach internal on the job training, mentoring, technical training, and/or professional development opportunities for women and people of color?
- Describe your firm's employee compensation structure, (e.g., living wages, healthcare coverage, employee leaves, dependent care, etc.).
- Describe your firm's commitment to community service, (e.g., charitable programs, scholarships, economic development, etc.)

d. Sustainable Business Practices

- List the top three actions/ongoing practices your firm has implemented to reduce the environmental impacts of your operations (e.g., energy efficiency, use of recycled content or non-toxic products, use of public transit or alternative fuel vehicles, waste prevention and recycling, water conservation, green building practices, etc.). Reference implementation dates, timelines, and any performance metrics that characterize your achievements.
- Does your firm hold any third-party certifications related to sustainable business operations (e.g. Sustainability at Work, B-Corp certification, etc.)? If so, reference the name of the certification, a link to the certification requirements and who administers the certification.

The City expects thoughtful consideration of all of the above Corporate Responsibility criteria in the preparation of proposals. The City will enforce all COBID Certified subconsultant commitments submitted by the successful Proposer. The successful Proposer will be required to submit subconsultant payment and utilization information electronically to ensure that subconsultants are utilized to the extent proposed and submitted in the original proposal. The successful Proposer and their subconsultants will be required to utilize the City's automated compliance audit process for prime contractors and subcontractors. More information on this process may be viewed on the City Procurement website at: <https://www.portlandoregon.gov/brrs/75932>. The successful Proposer will not be permitted at any time to substitute, delete, or add a subconsultant without the prior written approval of the Chief Procurement Officer. This form may be obtained from the Procurement Services website at: <https://www.portlandoregon.gov/brrs/article/536319>.

6. SUPPORTING INFORMATION

Supporting material must include a minimum of five (5) references and may include other information pertinent to the project or work to be performed. References must include the contact person's name, agency, address, phone number, their role in the project (e.g., project manager, etc.), name of the project, and when the work was done.

Resumes: Proposers must provide a professional resume for each key person, including key personnel of any Subconsultant(s) proposed to be assigned to the project. Resumes must include educational background, professional development, and demonstrate that the individual(s) meets the qualification and experience requirements for performing the work as outlined in this QBS-RFP.

PART III PROPOSAL EVALUATION

SECTION A PROPOSAL REVIEW AND SELECTION

1. EVALUATION CRITERIA

An Evaluation Committee (Committee) will be appointed to evaluate the proposals received. For the purpose of scoring proposals, each Committee member will evaluate each proposal in accordance with the criteria listed in Part II, Section C. The Committee may seek the assistance of outside expertise, including, but not limited to, technical advisors. The Committee will require a minimum of ten (10) working days to evaluate and score the proposals

The choice of how to proceed, decisions to begin or terminate negotiations, determination of a reasonable time, decisions to open negotiations with a lower scoring Proposer, and any decision that a solicitation should be cancelled are all within the sole discretion of the City.

The proposal evaluation process consists of a series of Evaluation Levels that will lead to the identification of a successful Proposer. Each proposal response will be evaluated in accordance with the following evaluation criteria:

Evaluation Level #1 – Written Scoring: Responses meeting the mandatory and responsiveness requirements will be further evaluated as part of Evaluation Level #1. One hundred possible points are available at Level #1. This step consists of a detailed review and scoring by the Committee of the proposals as follows:

Level #1 Evaluation Criteria		
Criteria	Maximum Level #1 Score	Point Distribution by Subsection
1. Cover Letter		REQUIRED
2. Project Team	30	
3. Proposer's Capabilities	20	
4. Project Approach	27	
5. Corporate Responsibility	23	
State of Oregon Certification		4
Subcontracting of COBID Certified firms		11
Workforce Diversity & Community Involvement		3
Sustainable Business Practices		5
Total:	100	

Evaluation Level #2 – Interview Scoring: If oral interviews or presentations are determined to be necessary, this next step will consist of oral presentations to further clarify the Proposer's proposal(s). The number of proposals on the "short list" depends on whether the Committee believes such proposals have a reasonable chance of scoring well enough to be awarded a contract. Proposers invited to participate in Evaluation Level #2 (oral interviews) will be given additional information regarding the City's desired content a reasonable time before the scheduled Evaluation Level #2 oral interviews/presentations are held. The scoring of the Level #2 will be as follows:

Level #2 Evaluation Criteria		
Criteria	Maximum Level #2 Score	Point Distribution by Subsection
2. Project Team	35	
3. Proposer's Capabilities	25	
4. Project Approach	40	
Total:	100	

All communications shall be through the contact(s) referenced in Part II, Section A.2 of the QBS-RFP. At the City's sole discretion, communications with members of the evaluation committee, other City staff, or elected City officials for the purpose of unfairly influencing the outcome of this QBS-RFP may be cause for the Proposer's proposal to be rejected and disqualified from further consideration.

The City has the right to reject any or all proposals for good cause in the public interest, and the Chief Procurement Officer may waive any evaluation irregularities that have no material effect on upholding a fair and impartial evaluation and selection process.

NOTE: In the City's discretion, litigation between the City and a Proposer may be cause for proposal rejection, regardless of when that litigation comes to the City's attention and regardless how the Proposer's proposal may have

been scored. Proposals may also be rejected if they use subconsultants or subconsultants who are involved in litigation with the City. Proposers who are concerned about possible rejection on this basis should contact the City before submission of a proposal for a preliminary determination of whether its proposal will be rejected.

2. SCORING PROCESS

For Evaluation Level #1, the sum of all points earned by a Proposer from all proposal evaluators will be the Overall Score for Level #1. The Evaluation Committee may choose to focus on only a limited number of proposals by developing a “short list” to move on to Evaluation Level #2 based on the scores from the written proposals. Or they may choose to proceed directly to contract negotiation and award.

If Proposers move to Evaluation Level #2, then the proposal scores from Level #1 will not be used during the oral interview/presentation process and they will be scored based on the Level #2 criteria alone. Following completion of the Evaluation Level #2 scoring, each Proposer’s Evaluation Level #2 score will be added to their Evaluation Level #1 score to determine their Total Overall Score. The highest scoring proposal(s), based on their Total Overall Score, may be identified as the successful Proposer(s).

3. CLARIFYING PROPOSAL DURING EVALUATION

At any point during the evaluation process, the City is permitted, but is not required, to seek clarification of a proposal. However, a request for clarification does not permit changes to a proposal.

SECTION B CONTRACT AWARD

1. CONSULTANT SELECTION

Following the Evaluation Committee’s final determination of the highest scored Proposer, the City will issue a Notice of Intent to Negotiate and Award and begin contract negotiations. The City will attempt to reach a final agreement with the highest scoring Proposer. However, the City may, in its sole discretion, terminate negotiations and reject the proposal if it appears agreement cannot be reached. The City may then attempt to reach a final agreement with the second highest scoring Proposer and may continue on, in the same manner, with remaining proposers until an agreement is reached. A Consultant selection process will be carried out under Portland City Code Chapter 5.68.

The selection of the successful Proposer shall be based on negotiated costs and conformance to the City’s terms and conditions. Negotiations will follow with the successful Proposer, and if successful, the consultant and City will enter into a service contract for the work. If agreement concerning the negotiated costs, schedule, and scope of work cannot be reached with the successful Proposer within a time period deemed reasonable to the City, the City may, at its sole discretion, terminate such negotiations and begin negotiations with the next highest scored proposer from the Short List.

2. CONTRACT DEVELOPMENT

The proposal and all responses provided by the successful Proposer may become a part of the final contract. Any information included as part of this contract shall be a public record and not exempt from disclosure, including items redacted from the proposal. The form of contract shall be the City's Contract for PTE Services.

For contracts over \$500,000, the evaluation committee's recommendation for contract award will be submitted to the Portland City Council for approval.

3. REVIEW AND PROTESTS

REVIEW: Following the Notice of Intent to Negotiate and Award, the public may view proposal documents. However, any proprietary information so designated by the Proposer as a trade secret or confidential and meeting the requirements of ORS 192.501, 192.502 and/or ORS 646.461 et seq., will not be disclosed unless the Multnomah County District Attorney determines that disclosure is required. At this time, Proposers not awarded the contract may seek additional clarification or debriefing, request time to review the selection procedures or discuss the scoring methods utilized by the evaluation committee.

PROTESTS: Proposers who are eliminated at any stage of the evaluation process will be notified of their elimination. At that time, Proposers who wish to protest their elimination shall file a protest within seven (7) calendar days of the notice. Protests may be submitted to the Chief Procurement Officer for this formal solicitation only from those Proposers who would receive the contract if their protest was successful.

Protests must be in writing and received by the Chief Procurement Officer within seven (7) calendar days, unless otherwise noted, following the date the City's Notice of Intent to Negotiate and Award or Notice to Short List was issued. The protest must specifically state the reason for the protest and show how its proposal or the successful proposal was mis-scored or show how the selection process deviated from that described in the solicitation document. No contract will be awarded until the protest has been resolved.

Protests must be timely and must include all legal and factual information regarding the protest, and a statement of the form of relief requested. Protests received later than specified or from other than the Proposer who would receive the contract if the protest was successful will not be considered. The exercise of judgment used by the evaluators in scoring the written proposals and interviews, including the use of outside expertise, is not grounds for appeal.

The Chief Procurement Officer may waive any procedural irregularities that had no material effect on the selection of the proposed consultant, invalidate the proposed award, amend the award decision, request the evaluation committee re-evaluate any proposal or require the Bureau to cancel the solicitation, and begin again to solicit new proposals. In the event the matter is returned to the evaluation committee, the Chief Procurement Officer shall issue a notice canceling the Notice of Intent to Negotiate and Award.

Decisions of the Chief Procurement Officer are final and conclude the administrative appeals process.

EXHIBIT A
CITY OF PORTLAND
PROFESSIONAL TECHNICAL & EXPERT (PTE) SERVICES
PARTICIPATION DISCLOSURE FORM 1

CITY PTE DISCLOSURE REQUIREMENTS

The City's disclosure program was adopted to document the utilization of State of Oregon certified Disadvantaged, Minority, Women, Emerging Small Businesses and Service-Disabled Veteran Businesses on City projects. This QBS Request for Proposal (QBS-RFP) requires submission by the Proposer of the PTE Participation Disclosure Form 1. The Proposer must disclose the following information:

- 1) Contact information and Employer Identification Number (EIN or FED ID#) for all contract participants
- 2) State of Oregon COBID Certified designation
(Verify current certification status with the Certification Office of Business Inclusion and Diversity.
- 3) The percentage of proposed scope or category of work that the Proposer will be performing.
- 4) The percentage of proposed scope or category of work that any subconsultants will be performing
- 5) Percentage of total contract amount allocated to COBID Certified subconsultants.

The use of 'TBD', 'N/A', or similar symbols is not acceptable. All requested information must be provided.

If the Proposer will not be using any subconsultants, the Proposer is still required to enter its own information in the appropriate section and to indicate **"NONE"** in the subconsultant section of the accompanying form and submit the form with its proposal.

FAILURE TO SUBMIT THE PTE PARTICIPATION DISCLOSURE FORM 1 WITH THE PROPOSAL MAY RESULT IN THE PROPOSAL BEING FOUND NON-RESPONSIVE AND REJECTED FROM CONSIDERATION.

CITY OF PORTLAND

PTE PARTICIPATION DISCLOSURE FORM 1

This QBS Request for Proposals (QBS-RFP) requires the Proposer to submit this PTE Participation Disclosure Form 1. **Failure to submit this form with the proposal may result in the proposal being found non-responsive and rejected.**

Proposers must disclose the following information:

Please print all information clearly.

Project Name: _____ **QBS-RFP Number:** _____

Proposer Name: _____ **Proposer's EIN #:** _____

Contact Name: _____ **Phone:** _____ **Email:** _____

Proposers Total Percentage: _____%

Percentage of total contract amount allocated to State of Oregon COBID Certified participation (<i>Subconsultants</i> only):	%
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SUBCONSULTANT INFORMATION (please print)¹	COBID Cert.²	Subconsultant Scope/Type of Work	Subcontract %
Firm Legal Name: Email: Phone #: EIN #⁴:			
Firm Legal Name: Email: Phone #: EIN #:			
Firm Legal Name: Email: Phone #: EIN #:			
Firm Legal Name: Email: Phone #: EIN #:			

NOTE:

1. If the Proposer will not be using any Subconsultants, the Proposer is required to indicate "NONE" in the Subconsultant Information section of this form and submit this form with their proposal.
2. The Proposer and ALL Subconsultants must be listed on this form. Leave COBID Certified column blank if firm is not currently certified through the Certification Office for Business Inclusion and Diversity:
<https://oregon4biz.diversitysoftware.com/FrontEnd/VendorSearchPublic.asp>.
3. Using 'TBD', 'N/A', or similar acronyms is not acceptable.
4. Do not enter Social Security Numbers (SSN) on this form.

SUBCONSULTANT INFORMATION (please print)	COBID Cert.	Subconsultant Scope/Type of Work	Subcontract %
Firm Legal Name: Email: Phone #: EIN #:			
Firm Legal Name: Email: Phone #: EIN #:			
Firm Legal Name: Email: Phone #: EIN #:			
Firm Legal Name: Email: Phone #: EIN #:			
Firm Legal Name: Email: Phone #: EIN #:			
Firm Legal Name: Email: Phone #: EIN #:			
Firm Legal Name: Email: Phone #: EIN #:			
Firm Legal Name: Email: Phone #: EIN #:			
Firm Legal Name: Email: Phone #: EIN #:			
Firm Legal Name: Email: Phone #: EIN #:			

Exhibit B Confidentiality Form

Proposer, Insert Date: _____

To: Kenneth Ackerman
City of Portland Water Bureau
1120 SW 5th Ave., Suite 600
Portland, OR 97204

By signing this letter, the Proposer for itself and on behalf of its employees and agents agrees to adhere to the following procedures:

Disclosure of any information designated as “for non-disclosure” or “confidential” when gathered or provided as part of the proposal for a **Request for Proposals for the Portland Water Bureau Design Services for the Bull Run Pipeline Project (Pipeline Project)**, Solicitation number **00001398** has the potential to pose a significant risk to public health and safety and shall be a breach of the terms of this Agreement unless otherwise required by Federal or State law. The Proposer agrees to make provisions to secure all project records designated by the City “for non-disclosure” or “confidential” including drafts. Prior to the Proposal due date of the Request for Proposal for this Project, the Proposer shall deliver to the City all drafts and all documents obtained from the City or generated during the course of this project designated as “for non-disclosure” or “confidential”, unless otherwise authorized by the City. All final documents designated for “non-disclosure” or “confidential” shall be stamped on each page “NOT FOR PUBLIC DISCLOSURE” or “CONFIDENTIAL”. The Proposer shall not make available or use any system information, drafts or reports for any purpose without the written consent of the City of Portland Water Bureau (PWB).

All confidential documents and materials for the project will be provided on a **Flash Drive** which will be distributed by the Portland Water Bureau (PWB) Project Manager at the Mandatory Pre-Submittal Meeting to potential Proposer(s) upon receipt of this signed confidentiality form.

All confidential documents and materials provided by PWB must be returned to PWB when Proposer’s submit their proposal for the project to PWB or prior to the Proposal due date.

If a Proposer attends the Mandatory Pre-Submittal Meeting and signs and receives any confidential documents and materials but does not submit a proposal for the Project, the Proposer understands they must return all confidential documents and materials by 2:00 pm on the Proposal due date (refer to the QBS-RFP for this date) for the Project.

A limited background check may be required at PWB’s discretion, to be conducted by PWB’s background check vendor (NOTE: this is NOT a Federal Security Clearance and reviews more limited information). Only those passing the Bureau’s background checks, if required, will be authorized to work on the project.

The Proposer shall impose these same requirements on all employees, agents and subcontractors in the subcontracts unless otherwise agreed with PWB.

Proposer agrees that any breach of this Agreement will cause irreparable harm to the City and without limitation of any other remedy, the City may obtain injunctive relief to prevent disclosure. Jurisdiction and venue shall be in the Circuit Court of the State of Oregon for the County of Multnomah.

Signed by:

Proposer's Firm Name

Print Name of Authorized Individual for Proposer

Authorized Signature

Date:_____

USB Flash Drive#:_____